



United States Department of Agriculture



**Financial Management
Modernization Initiative (FMMI)**

***Deployment 1-1.1
FMMI User Roles and Training***

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1 Detailed FMMI Role Descriptions – Funds Management

Process Area Description

Funds Management is how USDA supports activities associated with controlling internal funds, establishing rules for budget operations, distributing funds internally, and monitoring USDA's resources and available funds. The Funds Management function consists of the following major subcategories:

- Budget Planning, Preparation and Authority
- Funds Distribution, Control and Status

Examples of what is staying the same and/or what is changing:

- The distribution process in FFIS was 'hierarchical' in terms of how money moved from one level to the next
- In FMMI, this process is 'integrated' in that there are five budgetary elements that are used simultaneously when administering budget: Fund, Fund Center, Funded Program, Functional Area, Commitment Item

1.1 Funds Management Master Data Maintainer

Role Description

The Funds Management module is used to record, track, report and control budgeted revenues, expenditures, encumbrances, fund transfers, and fund balances on a budgetary accounting basis. The Funds Management Master Data Maintainer role is responsible for the management of master data related to the Funds Management module.

The management of the master data provides the baseline for transactional data. Master data is used to define the organizational structure in the Funds Management module that will represent the structure used to control and manage budgetary resources. The Funds Management Master Data Maintainer has access to manage master data stored in the Funds Management module.

The Funds Management Master Data Maintainer role is responsible for maintaining the Funds Management Master Data rules in FMMI. This role will be responsible for processing the derivation rules of Funds Management related objects within FMMI. These standard rules facilitate the derivation of Master Data elements. The creation and maintenance of these rules has enterprise wide affects on FMMI.

The Funds Management Master Data Maintainer will be assigned access at the Department level.

Activities Performed

The Funds Management Master Data Maintainer will perform the following business activities:

- Create Application of Funds
- Change Application of Funds
- Delete Application of Funds
- Display Application of Funds
- Create Fund
- Change Fund
- Display Fund
- Delete Fund
- Create Funds Center
- Change Funds Center
- Display Funds Center
- Delete Funds Center
- Create Functional Area
- Change Functional Area
- Display Functional Area
- Delete Functional Area
- Create Commitment Item
- Change Commitment Item
- Maintain Budget Period
- Mass Maintenance of Budget Period
- Create Budget Period Groups
- Change Budget Period Groups
- Display Budget Period Groups
- Delete Budget Period Groups
- Create Fund Group
- Display Commitment Item
- Delete Commitment Item
- Create Fund Group
- Change Fund Group

- Display Fund Group
- Delete Fund Group
- Create Funds Center Group
- Change Funds Center Group
- Display Funds Center Group
- Create Functional Areas Groups
- Change Functional Areas Groups
- Delete Functional Areas Groups
- Display Functional Areas Groups
- Create Commitment Item Group
- Change Commitment Item Group
- Display Commitment Item Group
- Delete Commitment Item Group
- Change Funds Center Hierarchy
- Display Funds Center Hierarchy
- Create Commitment Item Group Hierarchy
- Change Commitment Item Standard Hierarchy
- Change Commitment Item Alternative Hierarchy
- Delete Commitment Item Hierarchy
- Display Commitment Item Hierarchy
- Process Derivation Rules
- Maintain ARRA Funds and Budget Periods

Integration with other Roles

The Funds Management Master Data Maintainer interacts with the following roles:

- Funds Management Evaluator – The Funds Management Master Data Evaluator will submit the request for additions or modifications to Funds Management master data to the Funds Management Master Data Maintainer.
- ARRA Master Data Maintainer – Both the Funds Management and ARRA Master Data Maintainer will work to maintain the ARRA funds and budget periods.

FMMI Training Curriculum – Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 411	FMMI Funds Management Master Data Maintenance	12	Instructor-led training (ILT) via Classroom

1.2 Funds Management Administrator

Role Description

The Funds Management Administrator role will be responsible for processing the maintenance of rules for account assignment distribution. The role will be able to create the rules in a table, and designate a source and target account assignment for different business transactions.

This role will have access to display the Funded Program Master Data Element. Funded Programs in FMMI are programs with a defined operational purpose and time frame for which budget has been appropriated. Funded Programs enable agencies to record budget, control postings, and monitor performance at the project or program level.

The Funded Program is created based upon, and derived from, the WBS Master Data Element. After the WBS Element is created the automated program, FMMDAUTO, has to be run. Once this program is ran the Funded Program will automatically be created, and/or changed. This role will be able to group these funded programs as needed for reporting purposes.

This role will be maintained at the Agency level, with responsibilities similar to that of a Functional Administrator role in FFIS.

Activities Performed

The Funds Management Administrator will perform the following business activities:

- Maintain Rules for Rule-Based Account Determination
- Display Funded Program Group

Integration with other Roles

The Funds Management Administrator interacts with the following roles:

- All Funds Management roles – The Funds Management Administrator has the potential to interact with any other role that may submit a request to update the account assignment rules as determined by the business need.
- Agency Cost Management Master Data Maintainer – The Funds Management Administrator will interact with the Agency Cost Management Master Data Maintainer when the Agency Cost Management Master Data Maintainer creates and/or changes the WBS Master Data Element.
- Department Cost Management Master Data Maintainer – The Funds Management Administrator will interact with the Department Cost Management Master Data Maintainer when this role is required to execute FMMDUATO manually.

FMMI Training Curriculum – Funds Management Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

1.3 Funds Management Budget Coordinator

Role Description

The Funds Management Budget Coordinator role is responsible for managing and processing the appropriation documents, apportionment documents, and other budgetary entry documents. This role performs the activities and tasks related to the entering of the initial funds and managing the distribution of agency funds.

The Funds Management Budget Coordinator role will be responsible for entering rescissions to budget appropriations. This role will also be able to enter continuing resolution budget authority and reimbursable authority.

This role will be responsible for creating operating plans. Operating plans outline how budget will be distributed within an organization. The operating plans can be exported into excel for approvals external to FMMI.

The Funds Management Budget Coordinator role will be centrally maintained at the Agency-level budget office.

Activities Performed

The Funds Management Budget Coordinator will perform the following business activities:

- Enter Appropriation
- Enter Apportionment
- Enter Reimbursable Authority Appropriation
- Enter Reimbursable Authority Apportionment
- Enter Rescission to Agency Appropriation
- Enter Rescission to Agency Apportionment
- Enter Continuing Resolution Appropriation
- Enter Unapproved Continuing Resolution Appropriation
- Export Operating Plan
- Reverse Budget Entry Document

Integration with other Roles

The Funds Management Budget Coordinator interacts with the following roles:

- Funds Management Budget Approver – The Funds Management Budget Approver will approve the distribution of budget authority at the Appropriation and Apportionment level.
- Funds Management Processor – The Funds Management Processor continues the budget distribution process to the lower levels after the Funds Management Budget Approver has approved distribution of budget authority to the Apportionment and Appropriation levels.

FMMI Training Curriculum - Funds Management Budget Coordinator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

1.4 Funds Management Processor

Role Description

The Funds Management Processor role is responsible for managing and processing the Allotment, Sub-Allotment, Allocation and Sub-Allocation budgetary entry documents.

The Funds Management Processor role will be maintained at the Agency level within USDA.

Activities Performed

The Funds Management Processor will perform the following business activities:

- Enter Allotment / Sub-Allotment Documents
- Enter Allocation / Sub-Allocation Documents
- Enter Rescission Allotment / Sub-Allotment Documents
- Enter Rescission Allocation / Sub-Allocation Documents
- Reverse Budget Entry Document

Integration with other Roles

The Funds Management Processor interacts with the following roles:

- Funds Management Budget Coordinator – The Funds Management Budget Coordinator distributes the budget to the higher levels before the Funds Management Processor can continue the budget authority distribution.
- Funds Management Approver – The Funds Management Approver will approve the distribution of budget authority at the Allocation/Sub-Allocation and Allotment/Sub-Allotment levels.

FMMI Training Curriculum – Funds Management Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

1.5 Funds Management Budget Approver

Role Description

The Funds Management Budget Approver role is responsible for managing the approval of the Appropriation and Apportionment budgetary entry documents in the budget distribution process.

The Funds Management Budget Approver will have access to display and approve appropriation and apportionment budget entry documents within FMMI.

The Funds Management Budget Approver role will be maintained within the same organizations as the Funds Management Budget Coordinator.

Activities Performed

The Funds Management Budget Approver will perform the following business activities:

- Display Budget Entry Documents
- Approve Appropriation
- Approve Apportionment
- Approve Reverse Budget Entry Document

Integration with other Roles

The Funds Management Budget Approver interacts with the following roles:

- Funds Management Budget Coordinator – The Funds Management Budget Coordinator distributes the budget and must obtain approval from the Funds Management Budget Approver for of the appropriation and apportionment level of distribution.

FMMI Training Curriculum – Funds Management Budget Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

1.6 Funds Management Approver

Role Description

The Funds Management Approver role is responsible for managing the approval of the Allotment, Sub-Allotment, Allocation and Sub-Allocation budgetary entry documents during the budget distribution process.

The Funds Management Approver will have access to display and approve allotment/sub-allotment and allocation/sub-allocation budget entry documents within FMMI.

The Funds Management Approver role will be maintained within the same organizations as the Funds Management Processor role.

Activities Performed

The Funds Management Approver will perform the following business activities:

- Display Budget Entry Documents
- Approve Allotment / Sub-Allotment
- Approve Allocation / Sub-Allocation
- Approve Reverse Budget Entry Document

Integration with other Roles

The Funds Management Approver interacts with the following roles:

- Funds Management Processor – The Funds Management Processor distributes the budget and must obtain approval from the Funds Management Approver for the allotment/sub-allotment and allocation/sub-allocation level of distribution.

FMMI Training Curriculum – Funds Management Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

1.7 Funds Reservation Processor

Role Description

The Funds Reservation Processor will be responsible for managing Funds Reservations within FMMI. Fund Reservations allows users to earmark portions of the budget early. The use of the budget or the exact timing does not have to be known at the time that the Funds Reservation is created. Fund Reservations create postings to the budgetary ledger – debit to 4610 (Allotment realized) and credit to 4700 (commitments).

The Funds Reservation Processor role will be available for assignment at the Agency and Department level.

Activities Performed

The Funds Reservation Processor will perform the following business activities:

- Create Funds Reservation
- Change Funds Reservation
- Display Funds Reservation
- Close Funds Reservation

Integration with other Roles

The Funds Reservation Processor interacts with the following roles:

- Invoice Processor – The Invoice Processor may reference the Funds Reservation at the time of creating a Vendor Invoice.

FMMI Training Curriculum – Funds Reservation Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

1.8 ARRA Master Data Maintainer

Role Description

According to the memo *Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009*, agencies are required to submit Weekly Financial and Activity Reports as well as to submit data to OMB on the 5th and 20th of the month. To meet these reporting requirements the GL-EXT-1018 extension was created and approved for design and implementation.

The implementation required the creation of 6 custom tables:

- ZARRA – Execute the report in either test mode or production.
- ZARRA_FUND – FMMI Funds Master and Budget Periods that are designated as ‘Recovery Act relevant’ are entered in this table.
- ZARRA_FIPS – Table used to translate FMMI Business Area into a FIPS 95-2/NIST SP-800-87 compliant Agency code
- ZARRA_RCPNT_TYPE - Table used to translate FMMI Vendor business codes into an appropriate ARRA Recipient Type
- ZARRA_ATRAN_TYPE - Table used to translate FMMI business events/document types into the appropriate ARRA Assistance Transaction Type
- ZARRA_FAI_MOD4 – Table to generate and store modifications to previously submitted FAI records

Due to the creation of these ARRA specific tables, a need has been identified to create an ARRA specific role. The ARRA Master Data Maintainer will be responsible for maintaining these custom tables and will only be accessible at the Department level.

Activities Performed

The ARRA Master Data Maintainer will perform the following business activities:

- Maintain ARRA Funds and Budget Periods
- Execute ARRA report
- Maintain Business Area to FIPS Table
- Maintain Vendor to Recipient Type Table
- Maintain FAI Table

Integration with other Roles

The ARRA Master Data Maintainer interacts with the following roles:

- Funds Management Master Data Maintainer – Both the Funds Management and ARRA Master Data Maintainer will work to maintain the ARRA funds and budget periods.

FMMI Training Curriculum – ARRA Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

1.9 Funds Management Reporter

Role Description

The Funds Management Reporter will perform activities and tasks related to the running of budget related financial reports using the Enterprise Resource Planning (ERP) Central Component (ECC). These reports will be displayed on the screen and available for printing if necessary. The data available through the ECC is real-time and the Funds Management Reporter will have the capability to generate reports based upon the specific criteria entered.

The reports run by the Funds Management Reporter are primarily related to Funds Management Master Data elements. The Funds Management Reporter will also be able to run the consumption of budget report, budget overview report, and status of funds reports. These reports display the budgetary information.

The Funds Management Reporter role is available at the Department and Agency level.

Activities Performed

The Funds Management Reporter will perform the following business activities: Run Commitment Item Hierarchy Report

- Run Commitment Item Report
- Run G/L Accounts to Commitment Item Report
- Run Commitment Item to G/L Accounts Report
- Run Funds Centers Report
- Run Funds Centers Alphabetical List Report
- Run Fund Alphabetical List Report
- Run Functional Area Alphabetical List Report
- Run Funded Programs Alphabetical List Report
- Run Application of Funds Alphabetical List Report
- Run Budget Structure Elements Hierarchy Report
- Run Consumption of Budget Report
- Run Budget Overview Report
- Run Status of Funds Report BCS
- Run Status of Funds Report SPL
- Run SF-133 Report
- Budget Period Report
- Budget Availability Control
- Budget View by Document Type

Integration with other Roles

The Funds Management Reporter role interacts with the following roles.

- Financial Reporter – The Financial Reporter and the Funds Management Reporter both have access to reports that may be needed by both functions. As such, these roles will interact with one another.



FMMI Training Curriculum – Funds Management Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

1.10 Funds Management Evaluator

Role Description

The Funds Management Evaluator role has “view-only” access to all activities where a display transaction is available. This includes displaying all Funds Management Master Data, operating plan information, and budget entry documents. This role is ideal for assignment to auditor related responsibilities. The Funds Management Evaluator role is available at the Department and Agency level.

Activities Performed

The Funds Management Evaluator will perform the following business activities:

- Display Application of Funds
- Display Fund
- Display Funds Center
- Display Funded Program
- Display Functional Area
- Display Commitment Item
- Display Fund Group
- Display Funds Center Group
- Display Funded Program Group
- Display Functional Areas Groups
- Display Commitment Item Group
- Display Funds Center Hierarchy
- Display Commitment Item Hierarchy
- Display Budget Entry Documents
- Display Funds Reservation
- Display Funds Commitment
- Display Changes to Operating Plan Document

Integration with other Roles

The Funds Management Evaluator interacts with the following roles:

- Funds Management Master Data Maintainer – The Funds Management Master Data Evaluator will submit the request for additions or modifications to Funds Management master data to the Funds Management Master Data Maintainer.

FMMI Training Curriculum – Funds Management Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

2 Detailed FMMI Role Descriptions - Purchasing

Process Area Description

Purchasing is how USDA will manage all phases of materials management in relation to purchasing and the receipt of goods. Purchasing is the first step in the Procure-to-Pay process. The Purchasing process as part of FMMI includes:

- Procurement of materials and services
- Monitoring deliveries and the receipt of service from vendors

Examples of what is staying the same and/or what is changing:

- IAS will continue to be the primary purchasing system for all FAR contracts and large purchases
- SmartPay 2 (USBank) will continue for fleet and purchase card transactions
- The Central Contractor Registry (CCR) maintained by COD is the primary source for non-federal vendors. It will be incumbent upon vendors to keep their information accurate in CCR.

2.1 Vendor Master Data Maintainer

Role Description

The Vendor Master Data Maintainer verifies that a vendor master record does not already exist in FMMI and has the ability to create a vendor master record. This role will be centralized at the Department level. In FMMI, the vendor master record created includes the vendor's name, address, phone number, Tax ID, and bank details. In addition, currency, payment methods, and terms of payment are included. The Vendor Master Data Maintainer can also change, block, unblock, or set the deletion indicator for a vendor master record. In FMMI, the vendor master record can also be interfaced from the Central Contractor Registry (CCR).

Activities Performed

The Vendor Master Data Maintainer will perform the following business activities:

- Create Vendor Master Record (Centrally)
- Change Vendor Master Record (Centrally)
- Display Vendor Master Record (Centrally)
- Block/Unblock Vendor Master (Centrally)
- Display Changes to Vendor Master Record (Centrally)
- Mark Vendor Master for Deletion
- Load CCR Data
- Post CCR Data
- Maintain GovTrip Pseudo Code
- Maintain TELE / UTVN Vendors

Integration with other Roles

The Vendor Master Data Maintainer role interacts with the following roles:

- All Purchasing and Accounts Payable roles – As part of their business function these roles may need to requests the creation of new vendor master data record or modifications to existing records..
- Customer Master Data Maintainer- The Customer Master Data Maintainer may interact with the Vendor Master Data Maintainer when establishing customer records for a particular vendor.

FMMI Training Curriculum – Vendor Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 414	FMMI Customer and Vendor Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

2.2 Vendor Correspondence Processor

Role Description

The Vendor Correspondence Processor is responsible for processing payment correspondences with the vendor. These correspondences revolve primarily around the vendor credit memos which are used to send vendor correspondence when USDA has overpaid a vendor and they need to collect on the overpayment. A credit is usually just applied for the difference to an outstanding balance for that vendor. This role has the ability to generate a correspondence for the collection of overpayment when a credit is not applied.

The Vendor Correspondence Processor role will be available for assignment at the Department level.

Activities Performed

The Vendor Correspondence Processor will perform the following business activities:

- Vendor Credit Memo

Integration with other Roles

The Vendor Correspondence Processor role will interact with the following roles:

- Payment Certifier – The Vendor Correspondence Processor will correspond with the vendor based off payment information generated by the Payment Certifier.

FMMI Training Curriculum – Vendor Correspondence Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 451	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

2.3 Purchase Requisition Processor

Role Description

The Purchase Requisition processor is responsible for creating a Purchase Requisition when there is a need to procure a material or service at USDA. The Purchase Requisition Processor only has the ability to park the Purchase Requisition, which does not post a commitment on the Budgetary Ledger. This role also has the ability to change or cancel purchase requisitions. This role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchase Requisition Processor will perform the following business activities:

- Create Purchase Requisition
- Change Purchase Requisition
- Cancel Purchase Requisition
- Display Purchase Requisition

Integration with other Roles

The Purchase Requisition Processor role interacts with the following roles:

- Purchase Requisition Approver - The Purchase Requisition Processor enters the Purchase Requisition and the Purchase Requisition Approver approves the requisition.
- Purchase Order Processor - The Purchase Requisition Processor may need to give information to the Purchase Order Processor regarding the requisition that the purchase order is referencing.
- Purchase Order Approver - The Purchase Requisition Processor may need to give information to the Purchase Order Approver regarding the requisition that the purchase order is referencing.
- Vendor Master Data Maintainer- The Purchase Requisition Processor may need to request that the Vendor Master Data Maintainer create a new vendor or change information for one.

FMMI Training Curriculum – Purchase Requisition Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

2.4 Purchase Requisition Approver

Role Description

The Purchase Requisition Approver role is responsible for the review and approval of a purchase requisition that has been created in FMMI. When the purchase requisition is directly entered into FMMI it must be approved by the Purchase Requisition Approver before the purchase order can be created. Once the Purchase Requisition has been approved by the Purchase Requisition Approver, a commitment is posted on the Budgetary Ledger. The Purchase Requisition Approver also has the ability to modify a Purchase Requisition after it has been approved. This role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchase Requisition Approver will perform the following business activities:

- Display Purchase Requisition
- Release (Approve) Purchase Requisition
- Change Purchase Requisition

Integration with other Roles

The Purchase Requisition Approver role interacts with the following roles:

- Purchase Requisition Processor - The Purchase Requisition Processor enters the Purchase Requisition and the Purchase Requisition Approver approves and releases the requisition. The Purchase Requisition Approver may also request the Purchase Requisition Processor to modify a Purchase Requisition prior to approval.
- Purchase Order Processor - The Purchase Order Processor may need to request information from the Purchase Requisition Approver regarding the requisition the order is referencing.
- Purchase Order Approver - The Purchase Order Approver may need to request information from the Purchase Requisition Approver regarding the requisition the order is referencing.

FMMI Training Curriculum – Purchase Requisition Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

2.5 Purchase Order Processor

Role Description

The Purchase Order Processor is responsible for creating, changing, displaying and canceling purchase orders in FMMI. The purchase orders can be created with or without a reference to a purchase requisition. When referencing the requisition, FMMI uses the information from the requisition to populate the data in order to create the purchase order. Once the Purchase Order has been created, the Purchase Order Processor only has the ability to park the Purchase Order. Parking the Purchase Order does not post an obligation to the Budgetary Ledger. The Purchase Order Processor role is assigned access at the Department and Agency levels.

For purchase orders not referencing a requisition, the Purchase Order Processor has to enter all the relevant information. After the Purchase Order Processor creates and parks the order, it is routed for approval. If the purchase order is approved it can be sent to the Vendor. Otherwise, it will be canceled.

Activities Performed

The Purchase Order Processor will perform the following business activities:

- Create Purchase Order
- Change Purchase Order
- Cancel Purchase Order
- Display Purchase Order

Integration with other Roles

The Purchase Order Processor role interacts with the following roles:

- Purchase Order Approver - The Purchase Order Processor enters the Purchase Order and the Purchase Order Approver approves the purchase order.
- Purchase Requisition Approver - The Purchase Order Processor may need to refer to the Purchase Requisition Approver if they have a question regarding a requisition request or if a modification is to the Purchase Requisition is required.
- Purchase Requisition Processor - The Purchase Order Processor may need to refer to the Purchase Requisition Processor if they have a question regarding a requisition request.
- Vendor Master Data Maintainer- The Purchase Order Processor may need to request that the Vendor Master Data Maintainer create a new vendor or modification is required for an existing record.

FMMI Training Curriculum – Purchase Order Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

2.6 Purchase Order Approver

Role Description

The Purchase Order Approver is responsible for reviewing and approving/rejecting purchase orders entered in FMMI. All Purchase Order entered directly into FMMI requires approval from the Purchase Order Approval. Once a Purchase Order has been approved by the Purchase Order Approver, an obligation is posted on the Budgetary Ledger. The Purchase Order Approver also has the ability to modify a Purchase Order after it has been approved. This role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchase Order Approver will perform the following business activities:

- Release (Approve) Purchase Order
- Display Purchase Order
- Change Purchase Order

Integration with other Roles

The Purchase Order Approver role will interact with the following roles:

- Purchase Order Approver - The Purchase Order Processor enters the Purchase Order and the Purchase Order Approver approves the purchase order.
- Purchase Requisition Processor - The Purchase Order Approver may have to request that the Purchase Requisition Processor make changes or obtain information on a requisition before it can be processed.

FMMI Training Curriculum – Purchase Order Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

2.7 Goods Receipt Processor

Role Description

The Goods Receipt Processor manages and tracks the receipt of goods or services in FMMI. . They are responsible for recording, canceling, and returning goods received. In FMMI, all receipts must reference a purchase order. The Goods Receipt Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Goods Receipt Processor will perform the following business activities:

- Record Goods Receipt
- Return Delivery
- Cancel Goods Receipt

Integration with other Roles

The Goods Receipt role will interact with the following roles:

- Purchase Order Processor - The Goods Receipt Processor may need to refer to the Purchase Order Processor to verify an order.
- Purchase Order Approver - The Goods Receipt Processor may need to refer to the Purchase Order Approver to verify if an order is correct or request a modification to a order to match the actual order received (if applicable).
- Invoice Approver - The Invoice Approver may have to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Invoice Processor - The Invoice Processor may have to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.

FMMI Training Curriculum – Goods Receipt Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

2.8 Purchasing Evaluator

Role Description

The Purchasing Evaluator role has view only access to purchasing documents. This role can be used for auditing purposes. This role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchasing Evaluator will perform the following business activities:

- Display Vendor Master (Purchasing)
- Display Changes to Vendor Master Records (Purchasing)
- Display Purchase Requisitions
- Display Purchase Orders
- Display Materials Documents

Integration with other Roles

The Purchasing Evaluator role interacts with the following roles:

- All Purchasing roles –The reports generated reflect the data processed from the activity of all other Purchasing Roles.

FMMI Training Curriculum – Purchasing Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

2.9 Purchasing Reporter

Role Description

The Purchasing Reporter is responsible for executing and viewing purchasing-related reports. Some of the reports contain sensitive data (e.g. tax id, bank number). The reports are produced real time and can be printed if necessary. This role will be available for assignment at the Department and Agency levels.

Activities Performed

The Purchasing Reporter will perform the following business activities:

- Run Purchase Order List Display by Vendor Report
- Run Purchase Order List Display by Material Group Report
- Run Vendor Address List Report
- Run Display Changes to Vendor Report
- Run Vendor List Report
- Run Purchase Requisition List Display Report
- Run Purchasing Documents General Analysis Report
- Run Purchasing List of Vendors Report
- Run Vendor Analysis: Purchasing Values Report
- Run Purchase Requisitions per Account Assignment Report
- Run Material Document List Report

Integration with Other Roles

The Purchasing Reporter role interacts with the following roles:

- All Purchasing roles –The reports generated reflect the data processed from the activity of all other Purchasing Roles.

FMMI Training Curriculum – Purchasing Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

3 Detailed FMMI Role Descriptions - Accounts Payable

Process Area Description

Accounts Payable is how USDA maintains, updates and processes vendor invoices. The Accounts Payable process is initiated once goods are received. The FMMI system enables USDA to perform the following purchasing and payment activities:

- Receive goods and services
- Enter and verify vendor invoices
- Process and record payments

Examples of what is staying the same and/or what is changing:

- Real-time data posting and processing
- Access to current vendor balance
- Document chain which creates a link between all related documents

3.1 Bank Master Data Maintainer

Role Description

The Bank Master Data Maintainer role is responsible for creating, changing, displaying and flagging for deletion the accounts payable master data. This role will be centrally maintained at the Department-level and has the responsibility to create and maintain the bank master records (e.g., bank routing number, name, and address).

Activities Performed

The Bank Master Data Maintainer will perform the following business activities:

- Create Bank
- Change Bank
- Display Bank
- Flag Bank for Deletion
- Display Bank Changes

Integration with other Roles

The Bank Master Data Maintainer role will interact with the following roles:

- Vendor Master Data Maintainer (Purchasing) - The Bank Master Data Maintainer may reference the Vendor Master Data Maintainer if they have questions or have a change request.
- Payment Processor - The Payment Processor may have to contact the Bank Master Data Maintainer to update banking information.
- Payment Certifier - The Payment Certifier may have to contact the Bank Master Data Maintainer to update banking information.

FMMI Training Curriculum – Bank Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 414	FMMI Customer and Vendor Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

3.2 Invoice Processor

Role Description

The Invoice Processor role is responsible for receiving, entering, changing, displaying, and parking invoices. They will also be responsible for processing down payment requests and other payment related requests. This role will be assigned access at the Department and Agency-wide levels.

In addition, the Invoice Processor is responsible for performing invoice matching to the appropriate documents (e.g., purchase order and goods receipt, when applicable). If a discrepancy exists, the vendor invoice can be manually blocked for payment until the Invoice Processor resolves the discrepancy.

In the Financials Module (FI), invoices are directly entered into FMMI and do not reference purchase orders. In the Materials Management (MM) module, invoices can be directly entered or interfaced from another system and reference a purchase order.

Activities Performed

The Invoice Processor will perform the following business activities:

- Enter and Park Invoice
- Change Invoice (FI)
- Display Parked Invoice (FI)
- Enter and Park Credit Memo
- Enter and Park Invoice (LIV)
- Change Invoice (LIV)
- Display Invoice Overview
- Display Invoice (LIV)
- Run Blocked Invoice List - Display Only
- Enter and Park Credit Memo (LIV)
- Down Payment Request

Integration with other Roles

The Invoice Processor interacts with the following roles:

- Invoice Approver - If the invoice was rejected, the Approver will re-route back to the Invoice Processor to correct invoices so they can be posted.
- Goods Receipt Processor - The Invoice Processor may need to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Purchase Order Approver - The Invoice Processor may need to refer to the Purchase Order Approver if an invoice is referencing a purchase order.

FMMI Training Curriculum – Invoice Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

3.3 Invoice Approver

Role Description

The Invoice Approver is responsible for approving invoices for payment. They also have the capability to block, cancel, reverse, release, display, reject parked, and post documents. This role serves as the control point within the Accounts Payable process. In addition, this role will be assigned access at the Department and Agency levels.

Activities Performed

The Invoice Approver will perform the following business activities:

- Post Invoice (FI)
- Display Parked Invoice (FI)
- Reject Parked Document (FI)
- Reverse Invoice (FI)
- Post Credit Memo (FI)
- Display Invoice Overview (LIV)
- Post Invoice (LIV)
- Display Parked Invoice (LIV)
- Block Invoice (LIV)
- Release Blocked Invoice (LIV)
- Cancel Invoice Document (LIV)
- Post Credit Memo (LIV)

Integration with other Roles

The Invoice Approver interacts with the following roles:

- Invoice Processor - If an invoice is rejected by the Approver, the Invoice Processor is responsible for researching discrepancies and makes corrections, so the invoice can be approved.
- Goods Receipt Processor - The Invoice Approver role may have to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Purchase Order Approver - The Invoice Approver may need to refer to the Purchase Order Approver if an invoice is referencing a purchase order.

FMMI Training Curriculum – Invoice Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

3.4 Payment Processor

Role Description

The Payment Processor role is responsible for initiating the selection of payments in FMMI to be processed by the Payment Certifier. These roles are split to maintain the proper segregation of duties and will be maintained centrally at the Department level. Any errors in payment processing are resolved by the Payment Processor prior to the Payment Certifier executing payment. Payments must be processed in accordance with regulatory and statutory requirements. The Payment Processor will create the payment proposal for the Payment Certifier. The payment proposal allows for the Payment Processor to select specific parameters for payments (e.g., time period) being included on the payment run. The payment parameters entered are based upon approved vendor invoices that are ready for payment.

Activities Performed

The Payment Processor will perform the following business activities:

- Enter Payment Parameters
- Create Payment Proposal
- Edit Payment Proposal
- Print Payment Proposal

Integration with other Roles

The Payment Processor interacts with the following role:

- Payment Certifier – The Payment Processor can create or change the payment proposal for the Payment Certifier to approve.

FMMI Training Curriculum – Payment Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

3.5 Payment Certifier

Role Description

The Payment Certifier role verifies, accepts or rejects the payment proposal prepared by the Payment Processor. This role will be available for assignment at the Department level. If corrections are needed, the Payment Certifier re-routes the action back through the Payment Processor, who researches the error. The Payment Certifier is the final approving authority and completes the execution of all payments.

The Payment Certifier can also reverse an entire payment run once the treasury confirmation process is completed by the Treasury Disbursement Processor. The Payment Certifier is also responsible for processing the incoming IPAC file from Treasury.

Activities Performed

The Payment Certifier will perform the following business activities:

- Verify Proposal
- Print Proposal
- Execute Payment
- Block Payment
- Reverse Entire Payment run
- Reverse Treasury Confirmation
- Run Perform Payment Statistical Sampling Report
- Run Prompt Payment Report

Integration with other Roles

The Payment Certifier interacts with the following role:

- Payment Processor - If corrections are needed, the Payment Certifier re-routes the action back through the Payment Processor, who researches the error and prepares the proposal again for proper payment.

FMMI Training Curriculum – Payment Certifier

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

3.6 Payment Reversal Processor

Role Description

The Payment Reversal Processor is responsible for the activities associated with the reversal of payments. This role will be available for assignment at the Department level within USDA. After the Treasury Confirmation is received, there may be a need to reverse a payment. The Payment Reversal Processor will reverse the payment and then reset the reason code on the originating invoice. Resetting the reason code to payment reversal will ensure that USDA does not unnecessarily pay interest or penalties for late payments. The Payment Reversal Processor also has access to unblock the invoice once the issue has been resolved.

Activities Performed

The Payment Reversal Processor will perform the following business activities:

- Reverse Payment
- Query Reversed Invoices
- Set Penalty Reason Code
- Unblock Invoices

Integration with other Roles

The Payment Reversal Processor interacts with the following role:

- Treasury Disbursement Processor – After the treasury confirmation process is completed, and then the Payment Reversal Processor will have access to reverse payments.

FMMI Training Curriculum – Payment Reversal Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

3.7 Treasury Disbursement Processor

Role Description

The Treasury Disbursement Processor role is responsible for executing the Treasury confirmation program. This process is based upon receiving a payment confirmation file from Treasury. This role will be maintained centrally at the Department level.

Activities Performed

The Treasury Disbursement Processor will perform the following business activities:

- Execute Treasury Confirmation
- Record Payment Register
- Post Payment Confirmation
- Print Payment Register
- Run GOALS Import

Integration with other Roles

The Treasury Disbursement Processor role interacts with the following roles:

- Payment Processor - The Treasury Disbursement Processor may need to ask for information or request a change by the Payment Processor.
- Payment Certifier - The Treasury Disbursement Processor may need to reference the Payment Certifier if they have questions regarding confirmed payments from Treasury.

FMMI Training Curriculum – Treasury Disbursement Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

3.8 Accounts Payable Processor

Role Description

The Accounts Payable Processor role is responsible executing correction processes specific to Accounts Payable. This role will be responsible for clearing open items on vendor accounts. The role will also be responsible for initiating the correction process on payments that have already been processed and have the accompanying clearing documents. This role is able to reverse the clearing documents and work with the Invoice Processor and Invoice Approver to reverse the original invoice. A new invoice is then entered with the correct information. The Accounts Payable Processor is responsible for manually posting the outgoing payment so that the payment is correctly reflected within the General Ledger.

Activities Performed

The Accounts Payable Processor will perform the following business activities:

- Display Line Items (Vendor Account)
- Clear Documents
- Reverse Clearing
- Clearing a Credit Memo

Integration with other Roles

The Accounts Payable Processor role interacts with the following roles:

- All Accounts Payable roles.

FMMI Training Curriculum – Accounts Payable Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

3.9 IAS Interface Reporter

Role Description

The IAS Interface Reporter role is able to generate reports pertaining to information including purchase orders, goods receipts, and invoice receipts related to the tracking of documents transmitted via the IAS-to-FMMI interface.

Activities Performed

The IAS Interface Reporter will perform the following business activities:

- IAS to FMMI Purchase Requisition Document Tracking Report
- IAS to FMMI Purchase Order Document Tracking Report
- IAS to FMMI Goods Receipt (GR) Document Tracking Report
- IAS to FMMI Invoice Receipt (IR) Document Tracking Report

Integration with Other Roles

The IAS Interface Reporter role interacts with the following roles:

- All Accounts Payable roles

FMMI Training Curriculum – IAS Interface Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

3.10 Travel Advance Processor (Temporary)

Role Description

The Travel Advance Processor deals only with the GovTrip interface. The Travel Advance Processor is responsible for creating travel advances in FMMI. This is a short-term role for an interim process and will eventually be replaced when the GovTrip Interface is functional.

Activities Performed

The Travel Advance Processor will perform the following business activities:

- Create Travel Advance

Integration with Other Roles

The Travel Advance Processor role interacts with the following roles:

- All Account Payable roles

FMMI Training Curriculum – Travel Advance Processor (Temporary)

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

3.11 Accounts Payable Evaluator

Role Description

The Accounts Payable Evaluator role has view only access to Accounts Payable documents and can be used for auditing purposes. This role will be available for assignment at the Department and Agency-wide level.

Activities Performed

The Accounts Payable Evaluator will perform the following business activities:

- Display Bank
- Display Changes to Bank
- Display Parked Invoice
- Display Invoice
- Display Payment

Integration with other Roles

The Accounts Payable Evaluator role interacts with the following roles:

- All Accounts Payable roles

FMMI Training Curriculum – Accounts Payable Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

3.12 Accounts Payable Reporter

Role Description

The Accounts Payable Reporter is responsible for running and viewing accounts payable related reports and activities. This role will be available for assignment at the Department and Agency levels. The reporter can only display and print the reports to analyze data. The reports are real time and produce Accounts Payable balances, payment list, check register, and electronic funds transfer information. Some reports include sensitive data such as bank number, tax id etc.

Activities Performed

The Accounts Payable Reporter will perform the following business activities:

- Run Display Line Items
- Run Display Balances
- Run Check Register
- Run Due Data Analysis for Open Items
- Run List of Vendor line items
- Run Vendor Payment History with Open Item Sorted
- Run Aged Payables Report (RICEFW)
- Run Electronic Funds Transfer Payment Query report (RICEFW)
- Run Bank Directory Report
- Run Document Chain Report
- Run Payment Summary Report

Integration with Other Roles

The Accounts Payable Reporter role interacts with the following roles:

- All Account Payable roles

FMMI Training Curriculum – Accounts Payable Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

4 Detailed FMMI Role Descriptions - Accounts Receivable

Process Area Description

Accounts Receivable is how USDA records, manages, and collects receivables due from customers. It includes all activities related to documenting and collecting money due for goods or services provided by the USDA to a customer. The types of receivables that are processed in FMMI include:

- Revenue
- Reimbursement
- Expenditure Refund

Examples of what is staying the same and/or what is changing:

- Inter-agency agreements between USDA Agencies will no longer require Intra-Governmental Payment and Collection (IPAC) payments to Treasury. When the SAP payment program runs, both sides of the transaction will automatically clear to cash, greatly reducing elimination issues.
- FMMI functionality provides fee schedules -- groups of interest, penalty, and administrative fees -- which are based on current USDA fees on overdue receivables
- FMMI users have the capability to manage interest and penalty fees and installment plans for individual receivables, as well as for each customer, giving USDA FMMI users greater flexibility in assessing fees on late receivables

4.1 Customer Master Data Maintainer

Role Description

The Customer Master Data Maintainer is able to manually create customer master records in FMMI. Users will request that the Customer Master Data Maintainer add a new customer in FMMI. The creation of Customer Master Data will be centralized at the Department's level. Before creating a new customer master record, the Customer Master Data Maintainer verifies that a customer master does not already exist in the system for that specific customer. If a customer master record does not already exist, a new record will be created with information such as name, address, phone number, tax id, and interest indicator.

The Customer Master Data Maintainer can also change and display the Customer Master Records. When the Customer Master Data Maintainer receives the request to change the Customer record, they will verify that the Customer record exists in FMMI, make the necessary changes, and then notify the user who requested the change. The Customer Master Data Maintainer can also display a Customer Master Record to retrieve information.

The Customer Master Data Maintainer is also responsible for blocking Customer Master Records in FMMI when necessary. When the Customer Master Data Maintainer receives the request to block/unblock the Customer Master Record, they will verify that the Customer record exists in FMMI, flag the Customer as blocked/unblocked and then notify the user who made the request. Within FMMI, a Customer account can be blocked at the Sales Area, Company Code, or at both levels. Customer account blocks can be canceled at any time by simply removing the relevant block indicator. If the Customer Master Data Maintainer feels that any of the records are blocked from execution in error, the block should be analyzed to determine whether it should be reversed.

The Customer Master Data Maintainer is also responsible for setting an indicator that flags a Customer Master record to be deleted from FMMI when necessary. If a Customer will no longer be used or if there are two Customer Masters set up for the same Customer, the Customer Master Record can be deleted. When the Customer Master Data Maintainer receives the request to delete a Customer Master Record, they will verify that the Customer Master Record exists, mark it for deletion, and notify the user who requested that the Customer Master Record be deleted.

Activities Performed

The Customer Master Data Maintainer will perform the following business activities:

- Create Customer Master
- Change Customer Master
- Display Customer Master
- Display Changes to Customer Master
- Block Customer Master
- Unblock Customer Master
- Mark Customer for Deletion

Integration with other Roles

The Customer Master Data Maintainer interacts with the following roles:

- Sales Order Processor – The Sales Order Processor is responsible for creating Sales Orders in FMMI. Therefore, if the Sales Order Processor cannot find a Customer Master Record to create a Sales Order, they may interact with the Customer Master Data Maintainer.
- Debt Management Processor – One of the Customer Master Data Maintainer's responsibilities is to assign an interest indicator to the customer. Therefore, the Customer Master Data Maintainer will need to coordinate with the Debt Management Processor.



- Vendor Master Data Maintainer – The Customer Master Data Maintainer may interact with the Vendor Master Data Maintainer when establishing master records for a customer that is also a vendor.

FMMI Training Curriculum – Customer Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 414	FMMI Customer and Vendor Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

4.2 Sales Order Processor

Role Description

The Sales Order Processor is responsible for creating, changing, and displaying Sales Orders in FMMI. Access to the role of Sales Order Processor will be available at the Department and Agency level. Once an agreement is established by both USDA and its customer, a new Sales Order can be entered in FMMI. Sales Orders will contain information on the customer, amount of the agreement, and funding details. Administrative services and copying services sold to another agency are examples of types of Sales Orders that can be created in FMMI.

When necessary, the Sales Order Processor can also change the details in a Sales Order that has already been created. FMMI notifies the Sales Order Processor if any subsequent documents exist when editing a sales order. Elements such as amount, billing details, and text can be changed on the Sales Order.

The Sales Order Processor will also display Sales Orders. When displaying Sales Orders, information such as document flow, which is a listing of all subsequent documents, like related billing documents, can be accessed.

Activities Performed

The Sales Order Processor will perform the following business activities:

- Create Sales Order
- Change Sales Order
- Display Sales Order

Integration with other Roles

The Sales Order Processor interacts with the following roles:

- Customer Master Data Maintainer – Customer Master Data Maintainer is responsible for creating and maintaining Customer Master Records. Therefore, if the Sales Order Processor cannot find a Customer Master Record to create a Sales Order, interaction with the Customer Master Data Maintainer will be necessary.

FMMI Training Curriculum – Sales Order Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom

4.3 Sales Order Billing Processor

Role Description

The Sales Order Billing Processor manages the billing process in FMMI. Access to the role of Sales Order Billing Processor will be available at the Agency level. This role creates and manages the Billing Request by running resource related billing with the Create Billing Request task. Resource related billing collects all costs accumulated against one or more WBS elements when manual billing is necessary. After generating the billing request, the Create Billing Document task generates the billing document. Examples of resources are hours worked, physical materials, and travel expenses. The Create Batch Billing Request and the Run Background Processing tasks allow billing to occur in batch, instead of individually with the Create Billing Request and Create Billing Document tasks.

The Billing Processor can also change, display, and cancel a billing document. Billing documents are used to assess charges that are related to reimbursable agreements between internal and external customers. This role can also specify alternate billing cycles for specific customers, if necessary. The Billing Processor can run a transaction to identify all bills that are due at a specified time through the use of the billing due list. The role can also print individual billing documents for customers and print consolidated billing statements that list all of the debts owed by a particular customer.

Activities Performed

The Billing Processor will perform the following business activities:

- Create Billing Request
- Change Billing Request
- Display Billing Request
- Create Billing Document
- Change Billing Document
- Display Billing Document
- Cancel Billing Document
- Print Billing Document
- Print Consolidated Billing Statement
- Run Billing Due List

Integration with other Roles

The Billing Processor interacts with the following roles:

- Debt Management Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. The Debt Management Processor will interact with the Billing Processor in accessing billing information for purposes such as creating installment plans and dunning activities.
- Sales Order Reporter – The Billing Processor will need to coordinate with the Sales Order Reporter to obtain information on billing documents created in the Sales and Distribution module of FMMI to ensure accurate billing is taking place.
- Revenue Forecasting Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. After the Revenue Forecasting Processor creates the anticipated revenue the Billing Processor will have access to create the bills against this forecast.



FMMI Training Curriculum – Sales Order Billing Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom

4.4 Overhead Allocation Processor

Role Description

The Overhead Allocation Processor manages the overhead cost allocation process. This includes both creating and reversing the overhead cost allocations in FMMI. The data handled in these processes includes the conditions and types of data needed for sales order processing.

This role is Department and Agency level.

Activities Performed

The Overhead Allocation Processor will perform the following business activities:

- Create Overhead Cost Allocation
- Reverse Overhead Cost Allocation

Integration with other Roles

The Overhead Allocation Processor interacts with the following roles:

- Sales Order Processor – The information created or maintained by the Overhead Allocation Processor is leveraged by the Sales Order Processor when assigning overhead costs to a sales order.

FMMI Training Curriculum – Overhead Allocation Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom

4.5 Price Condition Processor

Role Description

The Price Condition Processor manages the conditions used in Accounts Receivable for FMMI. This includes creating the conditions using condition types. Additionally, the Price Condition Processor can change and display conditions records.

This role is both Agency and Department level.

Activities Performed

The Price Condition Processor will perform the following business activities:

- Create Condition Types
- Change Condition Records
- Display Condition Records

Integration with other Roles

The Price Condition Processor interacts with the following roles:

- Sales Order Processor – The information created or maintained by the Price Condition Processor is leveraged by the Sales Order Processor when assigning price conditions to a sales order.

FMMI Training Curriculum – Price Condition Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom

4.6 Customer Correspondence Processor

Role Description

The Customer Correspondence Processor is able to generate correspondences that can be sent to customers.

The Customer Product Invoice is a customer invoice that is generated via the Sales & Distribution or Accounts Receivable process, with one correspondence generated for every invoice in the system.

The Customer Statement is a monthly customer statement is generated which contains all of the historical customer information. The information on these customer statements includes invoices, payments, interest, penalties, etc.

The Customer Correspondence Processor can either be an Agency or Department role.

Activities Performed

The Customer Correspondence Processor will perform the following business activities:

- Customer Product Invoice
- Customer Statement

Integration with other Roles

The Customer Correspondence Processor interacts with the following roles:

- All Accounts Receivable roles

FMMI Training Curriculum – Customer Correspondence Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

4.7 Accounts Receivable Processor

Role Description

The Accounts Receivable (AR) Processor is responsible for creating non-reimbursable invoices in FMMI. Access to Accounts Receivable Processor role will be available at the Department or Agency level. This role will be available for assignment at the Agency and Department level. Accounts Receivable invoices will be used to bill customers for non-reimbursable activities like the purchase of goods, etc. Invoices will be entered into the system manually or through interfaces from external systems.

The Accounts Receivable Processor also posts incoming payments.

The Accounts Receivable Processor also has the ability to create credit memos to reduce the full or partial amount of an AR invoice. Credit memos are issued to credit a customer's account for circumstances such as a customer making an overpayment, receipt of a defective product, etc.

The Accounts Receivable Processor can also make changes to credit memos and display changes to these documents. The credit memo can be changed if it has not already been billed. After it has been billed, the fields that can be changed are limited. This role can also display a credit memo to retrieve information about the billing document, such as document flow, which lists all of the related accounting documents, credit amount, etc.

In the event that FMMI failed to automatically clear a document or automatically create an advance payment request when creating a ROWA sales order, the Clear Accounts Receivable Items and Create Advance Payment tasks exist as a manual workaround.

Activities Performed

The Accounts Receivable Processor will perform the following business activities:

- Create AR Invoice
- Create Credit Memo – AR Invoice
- Change AR Document
- Display AR Document
- Display Parked Documents
- Print Customer Account Statement
- Post Incoming Payments
- Create Advance Payment
- Clear Accounts Receivable Items
- Assignment of Open Items
- Edit Assignment of Open Items

Integration with other Roles

The Accounts Receivable Processor interacts with the following roles.

- Accounts Receivable Approver - The Accounts Receivable Approver will need to approve or reverse credit memos, Accounts Receivable invoices, and payments that the Accounts Receivable Processor has created or posted.
- Accounts Receivable Reporter – The Accounts Receivable Processor will need to coordinate with the Accounts Receivable Reporter to obtain information on sales originated in the Accounts Receivable module to ensure accurate processing of receivable invoices and account credits/debits.
- Debt Management Processor – The Accounts Receivable Processor will have access to invoicing and incoming payment information. The Debt Management Processor will interact with the Accounts Receivable Processor in accessing invoicing and payment information for purposes such as creating installment plans and dunning activities.

FMMI Training Curriculum – Accounts Receivable Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

4.8 Accounts Receivable Approver

Role Description

The Accounts Receivable Approver is responsible for approving and posting AR invoices that have been created to bill customers for non-reimbursable activities. Approving and posting the changes made to AR invoices is another activity of the Accounts Receivable Approver. The role is also responsible for approving and posting AR invoice reversals which are documents that have been created in order to cancel AR invoices that were created in error.

The Accounts Receivable Approver is also responsible for approving and posting credit memos which are issued to credit a customer's account. These activities are carried out by the Accounts Receivable Approver in both the FI and Sales and Distribution modules of FMMI. Approving and posting the reversals of credit memos, which are created to cancel a credit to a customer's account are also activities of the role. Access to the role of Accounts Receivable Approver will be available at the Agency level.

The Accounts Receivable Approver also creates AR reversal documents. These documents cancel AR invoices that were created in error. This role can change an AR reversal document and can also display them. If a credit memo needs to be cancelled, the Accounts Receivable Approver can create a credit memo reversal.

Activities Performed

The Accounts Receivable Approver will perform the following business activities:

- Approve and Post AR Documents
- Display AR Document
- Create AR Reversal Document
- Change AR Reversal Document
- Display Parked Documents
- Reset/Reverse Cleared Items

Integration with other Roles

The Accounts Receivable Approver interacts with the following roles.

- Accounts Receivable Processor - The Accounts Receivable Approver will need to approve or reverse credit memos, Accounts Receivable invoices, and payments that the Accounts Receivable Processor has created or posted.
- Billing Processor – The Billing Processor will need to communicate with the Accounts Receivable Approver when the paid status of a bill needs to be reset to unpaid.

FMMI Training Curriculum – Accounts Receivable Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

4.9 Revenue Forecasting Processor

Role Description

The Revenue Forecasting Processor will be responsible for managing the revenue forecast in FMMI. This role is specific to Working Capital Fund (WCF) activities. A forecast of revenue enables a specified amount to be reserved on a fund. The creation of forecast revenue documents creates a posting to the budgetary ledger with the same effect of creating a sales order (reimbursable agreement).

Activities Performed

The Revenue Forecasting Processor will perform the following business activities:

- Create Revenue Forecast
- Change Revenue Forecast
- Display Revenue Forecast
- Reduce Revenue Forecast

Integration with other Roles

The Revenue Forecasting Processor interacts with the following roles:

- Sales Order Billing Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. After the Revenue Forecasting Processor creates the anticipated revenue the Billing Processor will have access to create the bills against this forecast.

FMMI Training Curriculum – Revenue Forecasting Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

4.10 Debt Management Processor

Role Description

The Debt Management Processor is responsible for a range of debt management functions. FMMI is configured to automatically run the tasks associated with this role; however the Debt Management Processor can perform these tasks manually. Access to the role of Debt Management Processor will be available at the Department or Agency level. The Debt Management Processor can also run the transaction by which debt is gradually reduced. Although FMMI will calculate and post interest, penalties, and administration fees based on the length of time a payment has been outstanding, when necessary, this role can manually calculate and post interest, penalties, and administration charges for outstanding debt.

The Debt Management Processor is also responsible for dunning activities. The dunning process will be used by USDA to send reminders to customers who have outstanding payments. This role runs the process for identifying overdue payments that have remained unpaid for a certain period of time. The role also creates and prints customer dunning notices based on the length of time a payment has been overdue. The Debt Management Processor also processes and sends the Treasury Report on Receivables (TROR) to the US Department of Treasury. This report notifies Treasury of the overdue accounts receivables that USDA has with commercial customers. The role also submits delinquent debtor information to the US Department of Treasury through the Treasury Offset Program (TOP). After USDA provides a delinquent debtor with a notice of intent to offset and an opportunity to review the basis for the debt, it refers the debt to Treasury for collection through TOP.

Activities Performed

The Debt Management Processor will perform the following business activities:

- Display Billing Document
- Run Billing Due List
- Run Dunning Process to Select Overdue Bills
- Submit TROR Report
- Submit Treasury Offset Update Report
- Create Treasury Offset File
- Calculate and Post Interest, Penalty, and Administrative Fees

Integration with other Roles

The Debt Management Processor interacts with the following roles:

- Customer Master Data Maintainer – One of the Customer Master Data Maintainer's responsibilities is to assign a fee schedule to commercial customer master data records as necessary.
- Accounts Receivable Processor – The Accounts Receivable Processor will have access to invoicing and incoming payment information. The Debt Management Processor will interact with the Accounts Receivable Processor in accessing invoicing and payment information for purposes such as creating installment plans and dunning activities.
- Billing Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. The Debt Management Processor will interact with the Billing Processor in accessing billing information for purposes such as creating installment plans.
- Debt Write Off Processor – The Debt Write-Off Processor is responsible for writing off bad debt. Therefore the Debt Write-Off Processor will need to coordinate with the Debt Management Processor.
- Accounts Receivable Reporter – The Debt Management Processor will need to coordinate with the Accounts Receivable Reporter for reporting information such as overdue accounts and open items.



FMMI Training Curriculum – Debt Management Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

4.11 Debt Write-Off Processor

Role Description

The Debt Write-Off Processor is responsible for writing off bad debt. Access to the role of Debt Write-Off Processor will be available for assignment at the Department and Agency level. This role will review aged accounts receivable listings to identify items which are uncollectible. Once the debt is identified and written off, the Debt Management Processor is notified to change the debt status for reporting.

Activities Performed

The Debt Write-Off Processor will perform the following business activities:

- Write-off Bad Debt

Integration with Other Roles

The Debt Write-Off Processor interacts with the following roles:

- Debt Management Processor - The responsibility of the Debt Management Processor is to analyze delinquent bills that may need to be referred to the Debt Write-Off Processor. Therefore, the two roles will have to work together.
- Accounts Receivable Reporter – The Debt Write-Off Processor is responsible for writing off bad debt. Therefore, the Debt Write-Off Processor will need to coordinate with the Accounts Receivable Reporter for reporting information such as payment history and customer balances.

FMMI Training Curriculum – Debt Write-Off Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

4.12 Sales Order Reporter

Role Description

The Sales Order Reporter is responsible for running real-time reports in the Sales and Distribution module of FMMI. Access to the role of Sales Order Reporter will be available at the Department and Agency level. The role will have view-only access to reports.

Activities Performed

The Sales Order Reporter will perform the following business activities:

- Run List of Sales Orders Report
- Run Orders within Time Period Report
- Run Incomplete Orders Report
- Run List Billing Documents Report
- Run Log of Collective Run Report

Integration with Other Roles

The Sales Order Reporter interacts with the following roles.

- Billing Processor – The Billing Processor will need to coordinate with the Sales Order Reporter to obtain information on billing documents created in the Sales and Distribution module of FMMI to ensure accurate billing is taking place.

FMMI Training Curriculum – Sales Order Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

4.13 Accounts Receivable Reporter

Role Description

The Accounts Receivable Reporter is responsible for running and viewing real-time reports in FMMI. Access to the role of Accounts Receivable Reporter will be available at the Department and Agency level. This role will have view-only access to reports. The reports will be able to be displayed on the user's screen and are available for printing if necessary.

Activities Performed

The Accounts Receivable Reporter will perform the following business activities:

- Run Customer Balances in Local Currency Report
- Run Customer Sales Report
- Run Transaction Figures: Account Balance Report
- Run Transaction Figures: Special Sales Report
- Run Transaction Figures: Sales Report
- Run Due Date Analysis for Open Items Report
- Run List of Customer Line Items Report
- Run Open Items - Customer Due Date Forecast Report
- Run Customer Payment History Report
- Run Customer Open Item Analysis by Balance of Overdue Items Report
- Run List of Down Payments Open on Key Date - Customers Report
- Run Customer List Report

Integration with Other Roles

The Accounts Receivable Reporter interacts with the following roles:

- Debt Write-Off Processor – The Debt Write-Off Processor is responsible for writing off bad debt. Therefore, the Debt Write-Off Processor will need to coordinate with the Accounts Receivable Reporter for reporting information.
- Accounts Receivable Processor – The Accounts Receivable Processor will need to coordinate with the Accounts Receivable Reporter to obtain information on sales originating in the Accounts Receivable module to ensure accurate processing of receivable invoices and account credits/debits.
- Debt Management Processor – The Debt Management Processor will need to coordinate with the Accounts Receivable Reporter for reporting information such as overdue accounts and open items.

FMMI Training Curriculum – Accounts Receivable Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

4.14 Accounts Receivable Evaluator

Role Description

The Accounts Receivable Evaluator is responsible for displaying sales orders and the basic sales data for all customers with whom USDA does business. The Accounts Receivable Evaluator is also responsible for displaying billing documents, Account Receivable invoices, and reversed sales documents. It displays the account balance information for Account Receivable items and can also display credit memo information. This role has view-only access to the documents it can display. This role's view-only access makes it ideal for audit purposes. Access to the role of Accounts Receivable Evaluator will be available at the Department or Agency level.

Activities Performed

The Accounts Receivable Evaluator will perform the following business activities:

- Display Sales Customer Master
- Display Sales Order
- Display Billing Document
- Display AR Invoice
- Display AR Reversal Document
- Display Account Balance for AR Items
- Display AR Credit Memo

Integration with other Roles

This role does not directly coordinate, interact with, and/or depend on other roles.

FMMI Training Curriculum – Accounts Receivable Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	FMMI Display Transactions	12	Instructor-led training (ILT) via Classroom

5 Detailed FMMI Role Descriptions – AR and AP/Purchasing

Process Area Description

AR and AP/Purchasing process areas involve the maintenance and access to the Customer and Vendor Master Data Tables. To enable a segregation of duties, there will be one user designated as a requestor for changes to either table. Additionally, there will be a user designated as an approver for the requests.

Reports on the activity within these tables are also available for use.

Examples of what is staying the same and/or what is changing:

- There will still be a requestor and approver role used to make changes to the customer and vendor tables

5.1 Customer and Vendor Master Data Requestor

Role Description

The Customer and Vendor Master Data Requestor is responsible for both creating requests for the creation of new vendor and/or customer master data records or changes to an existing vendor and/or customer master data records.

This role will be maintained at both the Department and Agency levels.

Activities Performed

The Department Cost Management Master Data Maintainer will perform the following business activities:

- Create Vendor/Customer Master Data Request
- View Vendor/Customer Master Data Request

Integration with other Roles

The Customer and Vendor Master Data Requestor interacts with the following roles:

- Customer and Vendor Master Data Approver – The Customer and Vendor Master Data Approver approves or rejects the requests created by the Customer and Vendor Master Data Requestor.

FMMI Training Curriculum – Customer and Vendor Master Data Requestor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 414	FMMI Customer and Vendor Data Maintenance	8	Instructor-led training (ILT) via Classroom

5.2 Customer and Vendor Master Data Approver

Role Description

The Customer and Vendor Master Data Approver is responsible for approving the requests to create or change a customer or vendor master data record. They will also manage the reports for request history and queries for customer and vendor master data.

This role will be maintained at the Department level.

Activities Performed

The Customer and Vendor Master Data Approver will perform the following business activities:

- Approve Vendor/Customer Master Data Request
- Vendor//Customer Master Data Request History Report
- Vendor/Customer Master Data Request Query Report

Integration with other Roles

The Customer and Vendor Master Data Requestor interacts with the following roles:

- Customer and Vendor Master Data Approver – The Customer and Vendor Master Data Approver approves or rejects the requests created by the Customer and Vendor Master Data Requestor.

FMMI Training Curriculum – Customer and Vendor Master Data Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 414	FMMI Customer and Vendor Data Maintenance	8	Instructor-led training (ILT) via Classroom

5.3 Customer and Vendor Master Data Evaluator

Role Description

The Customer and Vendor Master Data Evaluator is responsible for displaying the data regarding the requests referencing customer and vendor master data. They will manage the reports for request history and queries for customer and vendor master data.

This role will be maintained at the Department and Agency levels.

Activities Performed

The Customer and Vendor Master Data Approver will perform the following business activities:

- View Vendor Master Data
- View Customer Master Data

Integration with other Roles

The Customer and Vendor Master Data Evaluator interacts with the following roles:

- All Purchasing & Accounts Payable roles – The Customer and Vendor Master Data Evaluator can work to identify the correct vendor account to choose when processing a Purchasing or Accounts Payables transactions.

FMMI Training Curriculum – Customer and Vendor Master Data Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	Display Transactions	8	Instructor-led training (ILT) via Classroom

6 Detailed FMMI Role Descriptions - Cost Management

Process Area Description

Cost Management is how USDA records, tracks, and measures the flow of costs and revenue. The FMMI system enables USDA to perform the following cost management activities:

- Monitor and control expenditures and revenues
- Distribute expenses collected in Cost Objects to other Cost Objects in designated organizational structures that are responsible for these costs
- Support billing of customers for all distributed costs incurred on Work Breakdown Structure (WBS) elements
- Monitor cost against billing rates
- Provide timely cost information for product/ services costing and resource related planning and analysis activities

Examples of what is staying the same and/or what is changing:

- Cost Collection is carried out using WBS Elements and Cost Centers
- Cost Allocation in the legacy system is similar to Cost Allocation in FMMI (including Budgetary Impacts)

6.1 Department Cost Management Master Data Maintainer

Role Description

FMMI records all business-related expenses and revenues in order to provide information about the utilization of costs and assets within the USDA. Cost Management master data provides the baseline for transactional data and consists of the key components necessary to execute transactions within FMMI. Master data may be organized in a fashion that enables the user to easily facilitate reporting needs. Also, information can be depicted in a structural format through the use of hierarchies.

The Department Cost Management Master Data Maintainer is responsible for creating and maintaining Cost Management master data and associated hierarchies. The Department Cost Management Master Data Maintainer responsibilities include performing the activities and tasks related to creating and maintaining cost centers. Cost centers are units of output resulting from a value-added process with which costs are identified according to how they are incurred.

In addition the Department Cost Management Master Data Maintainer is responsible for performing the tasks related to creating and maintaining cost elements. There are two types of cost elements: primary cost elements and secondary cost elements. Primary cost elements are elements within Cost Management linked to expense and revenue accounts in General Ledger. Secondary cost elements are cost elements used for moving costs internally within the Cost Management process area, such as allocations

In addition the Department Cost Management Master Data Maintainer is responsible for performing the tasks related to auto creation of funded programs. Funded programs are programs with a defined operational purpose and time frame for which budget has been appropriated. Funded Programs enable agencies to record budget, control postings, and monitor performance at the project or program level. There is a one-to-one relationship between a Funded Program and WBS Element.

This role will be maintained centrally at the Department level.

Activities Performed

The Department Cost Management Master Data Maintainer will perform the following business activities:

- Create Cost Center
- Change Cost Center
- Display Cost Center
- Display Changes made to a Cost Center
- Delete Cost Center
- Create Cost Center Standard Hierarchy
- Change Cost Center Standard Hierarchy
- Display Cost Center Standard Hierarchy
- Create Cost Center Group
- Change Cost Center Group
- Display Cost Center Group
- Delete Cost Center Group
- Create Primary Cost Element
- Change Primary Cost Element
- Display Primary Cost Element
- Delete Primary Cost Element
- Display Changes made to Primary Cost Element
- Create Secondary Cost Element
- Change Secondary Cost Element
- Display Secondary Cost Element
- Delete Secondary Cost Element
- Display Changes made to Secondary Cost Element

- Create Primary Cost Element Group
- Change Primary Cost Element Group
- Display Primary Cost Element Group
- Delete Primary Cost Element Group
- Create Secondary Cost Element Group
- Change Secondary Cost Element Group
- Display Secondary Cost Element Group
- Delete Secondary Cost Element Group
- Auto Create Funded Program

Integration with other Roles

The Department Cost Management Master Data Maintainer interacts with the following roles:

- Agency Cost Management Master Data Maintainer - When a new WBS element is created the Agency Cost Management Master Data Maintainer will notify the Department Cost Management Master Data Maintainer to ensure a corresponding funded program is created.
- Cost Management Evaluator – The Cost Management Evaluator displays the Cost Management master data.
- Funds Management Master Data Maintainer – When a new cost center or cost center hierarchy is created or changed the Department Cost Management Master Data Maintainer notifies the Funds Management Master Data Maintainer because Funds Management and Cost Management master data is closely intertwined
- Funds Management Administrator - When a new WBS element is created the Department Cost Management Master Data Maintainer can ensure that a corresponding funded program is created. The Funds Management Administrator will now be able to display the newly created Funded Program.
- General Ledger Master Data Maintainer – When a G/L account is created or maintained a the General Ledger Master Data Maintainer notifies the Department Cost Management Master Data Maintainer to create or maintain a corresponding primary cost element.

FMMI Training Curriculum – Department Cost Management Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 412	FMMI Cost Management Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

6.2 Agency Cost Management Master Data Maintainer

Role Description

Cost Management is used to record all business-related expenses and revenues in order to provide information about the utilization of costs and assets within the USDA. Cost Management master data provides the baseline for transactional data and consists of the key components necessary to execute transactions within FMMI. Master data may be organized in a fashion that enables the user to easily facilitate reporting needs. Also, information can be depicted in a structural format through the use of hierarchies.

The Agency Cost Management Master Data Maintainer is responsible for creating and maintaining statistical key figures and activity types. Statistical key figures and activity types are used as tracing factors for allocation/distribution purposes. Tracing factors are used for the identification of cost in assessment.

In addition the Agency Cost Management Master Data Maintainer is responsible for performing the activities and tasks related to creating and maintaining assessment cycles. Assessment is a method of internal cost allocation by which the costs of the sending cost center are allocated to receiving controlling objects (CO). The Agency Cost Management Master Data Maintainer is responsible for setting up rules for cost allocation for costs that have been collected in various cost collectors to the appropriate organizational entity or asset record to facilitate and impact internal management reporting and subsequent cost allocation decisions.

In addition the Agency Cost Management Master Data Maintainer is responsible for performing the activities and tasks related to creating and maintaining projects and associated WBS element. A project is a summary of certain business processes within an organization with a defined beginning and ending point. A WBS element is part of a project structure that models the work to be performed in a project.

In addition the Agency Cost Management Master Data is responsible for performing the activities and tasks related to creating and maintaining projects settlement rules. Project settlement rules define how the costs incurred within a work breakdown structure should be settled and allocated to other cost objects and/or General Ledger accounts

The role will be available for assignment at the Agency level.

Activities Performed

The Agency Cost Management Master Data Maintainer will perform the following business activities:

- Create Statistical Key Figures
- Change Statistical Key Figures
- Display Statistical Key Figures
- Delete Statistical Key Figures
- Create Activity Types
- Change Activity Types
- Display Activity Types
- Delete Activity Types
- Display Changes made to Activity Type
- Create Actual Assessment Cycle
- Change Actual Assessment Cycle
- Display Actual Assessment Cycle
- Delete Actual Assessment Cycle
- Run Assessment Cycle in Test Mode
- Project Builder
- Change Project - Mass

- Create WBS Element Groups
- Change WBS Element Groups
- Display WBS Element Groups
- Create Individual Project Settlement Rules
- Create Collective Project Settlement Rules

Integration with other Roles

The Agency Cost Management Master Data Maintainer interacts with the following roles:

- Department Cost Management Master Data Maintainer - When a new WBS element is created the Agency Cost Management Master Data Maintainer will notify the Department Cost Management Master Data Maintainer to ensure a corresponding funded program is created.
- Cost Management Administrator – The Cost Management Administrator runs assessment cycles and project settlement after the Agency Cost Management Master Data Maintainer creates the rules.
- Cost Management Processor – The Cost Management Processor will enter, display and cancel/reverse statistical key figures/ activity type data within the assessment and allocation processes.
- Cost Management Evaluator – The Cost Management Evaluator displays the Cost Management master data.
- Funds Management Master Data Maintainer – The Agency Cost Management Master Data Maintainer will provide the Funds Management Master Data Maintainer account assignment elements necessary for WBS FM derivation. Standard rules facilitate the derivation of master data elements i.e. funded programs. Derivation enables less data entry and therefore minimizes the potential for error. The Funds Management Master Data Maintainer creates the rules in a table, and designates a source and target account assignment for WBS elements.

FMMI Training Curriculum – Agency Cost Management Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 412	FMMI Cost Management Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

6.3 Cost Management Administrator

Role Description

The Cost Management Administrator is responsible for executing project settlement. Run project settlement as an individual task for a single project / WBS element or collectively for a variant. The variant can be setup to contain many projects based upon established parameters. The collective settlement transaction can also be setup to run as part of a batch process (nightly or monthly).

In addition, the Cost Management Administrator is responsible for executing activity allocation. Activity allocation is a periodic process that determines the input of activity indirectly allocated from sender cost objects to receiver cost objects

In addition the Cost Management Administrator is responsible for executing the assessment cycle. An assessment cycle is a master data item that is used to define sender and receiver relationships for Cost and Funds Management objects. Assessment is a method of internal cost allocation by which the costs of the sending cost center are allocated to receiving controlling objects (CO). The sub-process Execute Assessment Cycle is used to allocate cost according to the assessment cycle, run assessment in test mode, and reverse the assessment cycle. When the assessment cycle is run, the distribution of costs and revenues from sender cost centers to receiver cost objects are shown on the budgetary and proprietary ledgers.

While the assessment cycle will be run as a batch job at the end of every month, the Cost Management Administrator will be responsible for manually executing the actual assessment cycle as necessary. Given the ability to run the assessment cycle in test mode and reverse the assessment cycle, the Cost Management Administrator will essentially act as an approver for the cost assessment process.

This role will be maintained at the Agency level, with responsibilities similar to that of a Functional Administrator role in FFIS.

Activities Performed

The Cost Management Administrator will perform the following business activities:

- Run Individual Project Settlement
- Run Collective Project Settlement
- Display Activity Allocation
- Run Activity Allocation
- Reverse Activity Allocation
- Run Assessment Cycle in Test Mode
- Run Assessment Cycle
- Reverse Assessment Cycle

Integration with other Roles

The Cost Management Administrator interacts with the following roles:

- Agency Cost Management Master Data Maintainer - The Cost Management Administrator runs assessment cycles and project settlement after the Agency Cost Management Master Data Maintainer creates the rules.
- Cost Management Processor - The Cost Management Processor will enter, display and cancel/ reverse statistical key figures/ activity types within the assessment process. These transactional values are used by the Cost Management Administrator while running cost assessment cycles; the system automatically calculates the value of a receiver's portion and distributes/allocates these costs.



FMMI Training Curriculum – Cost Management Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 461	FMMI Cost Management Process	4	Instructor-led training (ILT) via Classroom

6.4 Cost Management Processor

Role Description

The Cost Management transactional processes consist of the procedures for allocation of expenses and revenues. The Cost Management Processor is responsible for managing statistical key figures and activity types. Changes are not made to already existing statistical key figure data and activity type data, rather the existing data is canceled and new data must be entered.

The Cost Management Processor uses statistical key figures and activity types as tracing factors within the assessment process. Once tracing factors are created as master data they are to be used in transactional data by defining the values for a given receiving cost object. These transactional values are used while running cost assessment cycles; the system automatically calculates the value of a receiver's portion and distributes/allocates these costs.

This role is available for assignment at the Agency and Department level.

Activities Performed

The Cost Management Processor will perform the following business activities:

- Enter Statistical Key Figure Data
- Display Statistical Key Figure Data
- Cancel Statistical Key Figure Data
- Enter Actual Activity Type Data
- Display Actual Activity Type Data
- Reverse Actual Activity Type Data

Integration with other Roles

The Cost Management Processor interacts with the following roles:

- Cost Management Administrator – The Cost Management Processor will enter, display and cancel/ reverse statistical key figures/ activity types within the assessment process. These transactional values are used by the Cost Management Administrator while running cost assessment cycles; the system automatically calculates the value of a receiver's portion and distributes/allocates these costs.

FMMI Training Curriculum – Cost Management Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 461	FMMI Cost Management Process	4	Instructor-led training (ILT) via Classroom

6.5 Cost Management Evaluator

Role Description

The Cost Management Evaluator has “view-only” access to master data and transactional data where a display transaction is available. This role can view the actual documents and the change history to the documents. This role is ideal for assignment to auditor and approver related responsibilities.

The Cost Management Evaluator role will be available for assignment at the Department and Agency levels within USDA

Activities Performed

The Cost Management Evaluator will perform the following business activities:

- Display Cost Center
- Display Changes made to Cost Center
- Display Cost Center Standard Hierarchy
- Display Cost Center Group
- Display Primary Cost Element
- Display Changes made to Primary Cost Element
- Display Secondary Cost Element
- Display Changes made to Secondary Cost Element
- Display Primary Cost Element Group
- Display Secondary Cost Element Group
- Display Statistical Key Figures
- Display Statistical Key Figure Data
- Display Activity Types
- Display Changes made to Activity Types
- Display Actual Activity Type Data
- Display Actual Assessment Cycle
- Display Activity Allocation
- Project Builder (view-only)
- Integration with other Roles
- The Cost Management Evaluator interacts with all other Cost Management roles.

FMMI Training Curriculum – Cost Management Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

6.6 Cost Management Reporter

Role Description

The Cost Management Reporter will perform activities and tasks related to execution of Controlling and Project System reports using the Enterprise Resource Planning Central Component (ECC). The data available through the ECC is real-time and the Cost Management Reporter will have the capability to generate customized reports based upon this information. Reports being displayed on screen are available for printing as necessary.

The Cost Management Reporter will select which fields to have in the master data report using the Select Layout, Change Layout, and Save Layout buttons. This role is also responsible for analyzing cost data by executing transactional data reports.

The Actual / Plan / Variance report enables the user to display a comparison of the cost centers plan versus actual postings, and calculate a variance between plan and actual. The Actual Cost Line Items Reports display every transaction of actual activity sorted by cost center then general ledger number for the cost object selected. The Commitment Line Items Reports display every transaction of actual activity sorted first by cost center then by purchase order or fund commitment for the cost object selected. The Range and Area Reports provide a list of cost objects for a selected range/ area. The List Reports provide a list of cost objects for plan/actual comparisons. Various transactional reports will be available to the Cost Management Reporter to be used as necessary.

This role will be available at the Agency and Department level.

Activities Performed

The Controlling Master Data Reporter will perform the following business activities:

- Cost Management Reports
 - Run Cost Element Master Data Report
 - Run Cost Center Master Data Report
 - Run Actual Cost Line Items Report on Cost Centers
 - Run Actual Cost Documents
 - Run Cost by Cost Centers - Actual/Plan/Variance Report
 - Run Cost Element Range Report
 - Run Activity Type Range Report
 - Run Statistical Key Figure Range Report
 - Run Cost Center: Periodic Breakdown Actual/ Plan
- Project Systems Reports
 - Structure Overview Report
 - Project Structure Overview Report
 - Line Items – Actual Costs/ Revenues
 - Cost Hierarchical Plan-based – Plan/ Actual/Variance
 - Cost Element Plan-based – Actual/ Commitment/ Total/ Plan
 - Actual Project Cost Per Month, Current Fiscal Year Report

Integration with other Roles

The Cost Management Reporter interacts with all other Cost Management roles.



FMMI Training Curriculum – Cost Management Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

7 Detailed FMMI Role Descriptions - General Ledger Management

Process Area Description

General Ledger Management is how USDA processes accruals and adjustments. The types of general ledger activities processed by FMMI include:

- Accrual process
- Adjustment process
- Financial reports
- reportingSF-224: Statement of Transactions
- FACTS reporting

Examples of what is staying the same and/or what is changing:

- Accruals and adjustments are managed the same way in FMMI as they are in FFIS

7.1 General Ledger Master Data Maintainer

Role Description

The General Ledger (G/L) provides a comprehensive picture of the business transaction records. G/L account master records contain the data structures that are needed to classify debit and credit values for accounting transactions. The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data. The General Ledger Master Data Maintainer role is responsible for the management of all master data related to the General Ledger account master records. The General Ledger Master Data Maintainer has access to manage G/L account master data.

This role will be maintained centrally at the Departmental level within USDA.

Activities Performed

The General Ledger Master Data Maintainer will perform the following business activities:

- Create G/L Master Data
- Change G/L Master Data
- Display G/L Master Data Changes
- Mark a G/L Account for Deletion
- Block G/L Master Data

Integration with other Roles

The General Ledger Master Data Maintainer will interact with the following roles:

- Department Cost Management Master Data Maintainer – If a new G/L account is created, the Department Cost Management Master Data Maintainer will need to create the corresponding cost element for expenses and revenues in the controlling module.
- Funds Management Master Data Maintainer - If a new G/L account is created, the Funds Management Master Data Maintainer will need to create the corresponding commitment item in the Funds Management module.

FMMI Training Curriculum – General Ledger Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 413	FMMI General Ledger Master Data Maintenance	4	Instructor-led training (ILT) via Classroom

7.2 General Ledger Administrator

Role Description

The General Ledger Administrator is responsible for performing activities related to the execution of G/L processes. The G/L Account Documents displays information linking a business transaction to the postings in the general ledger. Ledger G/L account documents are automatically created at the completion of a business transaction that posts the corresponding information to the general ledger. The General Ledger Administrator has access to manually create, change, edit, and reverse G/L Account Documents, thus processing direct postings to the general ledger. The header portion of the account document contains information valid for the whole document, for example, document date and number. It also contains controlling information such as the document type. The line items of the account document G/L account document include the debit and credit postings to the appropriate G/L accounts. The General Ledger Administrator will have access to change the descriptions and text fields for the header and line items of an existing G/L account document.

The General Ledger Administrator is also responsible for creating the account assignment model. The account assignment model is a template for document entry that allows users to enter default values for posting journal entries to the G/L. The General Ledger Administrator will be able to enter the corresponding debit and credit values, and G/L account information as a model to be used for future adjustments. The General Ledger Administrator is also able to create recurring entry documents. The recurring entry document is a template for document entry used for recording those expenditures that occur in the same amount and same account on a regular basis.

This role will be maintained centrally at the Departmental level within USDA.

Activities Performed

The General Ledger Administrator will perform the following business activities:

- Create G/L Account Document
- Change Header G/L Account Document
- Change Line Items G/L Account Document
- Display G/L Account Document
- Display G/L Account Document Changes
- Reverse G/L Account Document
- Create Account Assignment Model
- Display Account Assignment Model
- Create Recurring Entry Document
- Change Recurring Entry Document
- Display Recurring Entry Document
- Display Changes made to Recurring Documents
- Delete Recurring Entry Documents

Integration with other Roles

The General Ledger Administrator will interact with the following roles:

- General Ledger Processor – The General Ledger Administrator will create the Account Assignment Model that will can used by the General Ledger Processor when entering Parked G/L Account Documents.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L. The General Ledger Administrator may need to make adjustments based upon any errors identified in the reports.



FMMI Training Curriculum – General Ledger Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 413	FMMI General Ledger Master Data Maintenance	4	Instructor-led training (ILT) via Classroom

7.3 General Ledger Processor

Role Description

The General Ledger Processor is responsible creating journal adjustments to the Financial – General Ledger (FI-GL). In FMMI, a journal adjustment to the FI-GL is known as a G/L Account Document. This role will create and park the G/L Account Document. This role is able to enter and change all information contained within the parked G/L Account Document, including G/L account information, document date, the debits and the credits, and corresponding amounts.

Once the G/L Account Document is ready for posting, the General Ledger Processor will park the document for review, approval and posting by the General Ledger Approver.

This role is also able to execute the recurring entries. After the General Ledger Administrator creates the recurring entry document the General Ledger Processor can execute these documents to be posted.

This role will be available for assignment at the Department and Agency level within USDA.

Activities Performed

The General Ledger Processor will perform the following business activities:

- Create Parked G/L Account Document
- Delete Parked G/L Account Document
- Change Parked G/L Account Document
- Change Header Parked G/L Account Document
- List Recurring Entries
- Execute Recurring Entry(s)

Integration with other Roles

The General Ledger Processor will interact with the following roles:

- General Ledger Administrator – The General Ledger Administrator will create the Account Assignment Model. The General Ledger Processor can use this Account Assignment Model as a template when creating the parked G/L Account Document. The General Ledger Administrator will also create recurring document template. The General Ledger Processor will use the recurring document template for executing the recurring entries.
- General Ledger Approver – The General Ledger Approver will be responsible for reviewing, approving and posting the parked G/L documents created by the General Ledger Processor.

FMMI Training Curriculum – General Ledger Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 421	FMMI General Ledger Process	12	Instructor-led training (ILT) via Classroom

7.4 General Ledger Approver

Role Description

The General Ledger Approver is responsible for approving and posting parked G/L Account Documents. The General Ledger Approver has access to display, post, and reject Parked G/L Account Documents created by the General Ledger Processor. The General Ledger Approver has the ability to reverse a posted G/L Account Document.

The General Ledger Approver role will be maintained centrally at the Department and Agency level.

Activities Performed

The General Ledger Approver will perform the following business activities:

- Approve Parked G/L Document
- Post Parked G/L Account Document
- Reject Parked G/L Document
- Display Parked G/L Account Document
- Display Changes to Parked G/L Account Document
- Display G/L Account Line Items
- Display G/L Account Balances
- Create Accruals
- Reverse Accruals
- Reverse G/L Account Document

Integration with other Roles

The General Ledger Approver interacts with the following roles:

- General Ledger Processor – The General Ledger Processor is responsible for creating the accruals documents and parked documents that will be approved by the General Ledger Approver.
- General Management Administrator – The General Ledger Administrator is responsible for creating the G/L account documents that will be approved by the General Ledger Approver....

FMMI Training Curriculum –General Ledger Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 421	FMMI General Ledger Process	12	Instructor-led training (ILT) via Classroom

7.5 General Ledger Evaluator

Role Description

The General Ledger Evaluator has “view-only” access to all G/L related activities. This role displays the G/L documents and the change history of the G/L documents. This role fills the need for auditor access to G/L, as it will not have access to change any information in FMMI.

The General Ledger Evaluator role will be available at the Department and Agency-level.

Activities Performed

The General Ledger Evaluator will perform the following business activities:

- Display G/L Master Data Changes
- Display G/L Account Document
- Display G/L Account Document Changes
- Display Parked G/L Account Document
- Display Parked G/L Account Document Changes
- Display G/L Account Line Items
- Display G/L Account Balances
- Display Account Assignment Model
- Display Recurring Entry
- Display Recurring Document Changes

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – General Ledger Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

7.6 Financial Reporter

Role Description

The Financial Reporter has access to run standard real-time reports using the Enterprise Resource Planning (ERP) Central Component (ECC). These reports will be displayed on the user's screen and available for printing if necessary. The data available through the ECC is real-time and the Financial Reporter will have the capability to generate customized reports based upon this information. This role will allow auditors to view reports as needed.

The Balances Report displays the balances on the selected G/L account. The G/L Line Items Report displays the different line items corresponding to the selected G/L account. These line items include the transactions that have been posted to the account. The Recurring Entry Documents report displays all recurring entry documents as designated by the selection criteria.

The remaining reports are standard reports containing financial information that may be used on a regular basis. Some of the reports are specific to periodic processing.

The Financial Reporter role will be available at the Department and Agency-level.

Activities Performed

The Financial Reporter will perform the following business activities:

- Run Balances Report
- Run G/L Line Items Report
- Run Recurring Entry Documents Report
- Run Chart of Accounts Report
- Run General Ledger Accounts List Report
- Run Balance Sheet Report
- Run Statement of Net Cost Report
- Run Statement of Changes in Net Position Report
- Run Statement of Budgetary Resources Report
- Run Statement of Financing Report
- Run Transaction Register Report
- Run Trial Balance by Fund at G/L Account Level Report
- Run Trial Balance by Fund at Full Account Level Report
- Run SF-224 Report
- Run Line Item of Payroll Entries Report
- Run Trial Balance - FACTS I Report
- Run Trial Balance - FACTS II Report
- Display Changes to GL Accounts Report
- Journal Voucher Listing Report
- Reclassified Balance Sheet GFRS Report
- Reclassified Statement of Net Cost GFRS Report
- Reclassified Statement of Changes in Net Position Report GFRS
- Tie point Trial Balance

Integration with other Roles

The Financial Reporter role interacts with the following role:

- Funds Management Reporter – The Funds Management Reporter and the Financial Reporter both have access to reports that may be needed by both functions. As such, it is likely that these two roles will interact with one another.



FMMI Training Curriculum – Financial Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

8 Detailed FMMI Role Descriptions - Periodic Processing

Process Area Description

The Periodic Processing process area includes all facets of reporting, classifying and managing financial transactions within FMMI for month-end and year-end processes. This includes generating financial statements.

Periodic Processing includes preparing month-end/year-end closing and generate financial statements. The month-end close process starts on the last working day of the current period and may continue into the subsequent period. The process will be managed by allowing the current period to remain open while also opening the subsequent period to allow the posting of relevant transactions to the new period. Transaction postings in any period can be limited to certain account types and users in order to assure postings are made to the appropriate period.

The monthly closing process is performed with the purpose of providing timely and accurate financial information. As part of the closing process, specific internal and external reports should be executed reviewed, and analyzed.

Examples of what is staying the same and/or what is changing:

- Period Processing in FFIS required batch processing; job-runs had to be run to close the month.
- In FMMI the monthly closing program can be closed online, real-time.

8.1 FACTS Processor

Role Description

The FACTS Processor will be responsible for executing all of the activities related to FACTS I and FACTS II reporting. The FACTS Processor will be able to upload the MAF File from Treasury and make edits to the file as needed. The role will also be able to run the data extract, apply edits, and maintain footnotes for FACTS II processing.

The FACTS Processor role will be specific to those organizations that manage this part of Periodic Processing.

Activities Performed

The FACTS Processor will perform the following business activities:

- Upload MAF File - FACTS II
- Maintain MAF File - FACTS II
- Data Extract - FACTS II
- Maintain Footnotes - FACTS II
- Apply Edits - FACTS II

Integration with other Roles

The FACTS Processor interacts with the following roles:

- Treasury Submission Processor – The Treasury Submission Processor will send the updated bulk file to Treasury.
- General Ledger Master Data Maintainer – The General Ledger Master Data Maintainer manages the G/L accounts that directly affect the FACTS II information managed by the FACTS Processor.

FMMI Training Curriculum – FACTS Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 422	FMMI Period End Process	8	Instructor-led training (ILT) via Classroom
FMMI 423*	FMMI Year End Process	16	Instructor-led training (ILT) via Classroom

Note: This course will be developed and delivered mid-year 2010.

8.2 Treasury Submission Processor

Role Description

The Treasury Submission Processor is responsible for sending the FACTS I and FACTS II bulk file to Treasury. The Treasury Submission Processor role will be specific to those organizations that manage this part of Periodic Processing.

This role will also utilize the SF-224 report for Funds Balance with Treasury. Once the SF-224 is reconciled this role will submit the SF-224 to Treasury.

This role will be maintained centrally at the Department level.

Activities Performed

The Treasury Submission Processor will perform the following business activities:

- Send Bulk File to Treasury - FACTS I
- Send Bulk File to Treasury - FACTS II
- Submit SF-224

Integration with other Roles

The Treasury Submission Processor interacts with the following roles:

- FACTS Processor – The FACTS Processor will prepare the information that the Treasury Submission Processor sends to Treasury.
- Financial Reporter – The Financial Reporter will run the SF-224 report that the Treasury Submission Processor sends to Treasury.

FMMI Training Curriculum –Treasury Submission Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 422	FMMI Period End Process	8	Instructor-led training (ILT) via Classroom
FMMI 423*	FMMI Year End Process	16	Instructor-led training (ILT) via Classroom

Note: This course will be developed and delivered mid-year 2010.

8.3 Period End Processor

Role Description

The Period End Processor will be responsible for executing all of the activities related to the closing procedures in Periodic Processing. The role will be responsible for executing the pre-closing, closing, and carry-forward activities.

This role will be maintained centrally at the Department level.

Activities Performed

The Period End Processor will perform the following business activities:

- Verify Budgetary Balances
- Open/Close MM Posting Period
- Open/Close G/L Posting Period
- Open/Close Special Ledger Posting Period
- Open/Close CO Posting Period
- Open/Close FM Posting Period
- Close Open Commitment Items
- Verify Closing of Funds Commitments
- Close Unfilled Orders
- Close Budget Accounts with Residual Balances
- Transfer Budget between Budget Types
- Carry forward G/L Balances
- Create new document numbers

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – Period End Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 422	FMMI Period End Process	8	Instructor-led training (ILT) via Classroom
FMMI 423*	FMMI Year End Process	16	Instructor-led training (ILT) via Classroom

Note: This course will be developed and delivered mid-year 2010.

9 Detailed FMMI Role Descriptions – Operations and Maintenance

Process Area Description

The Operations and Maintenance process area includes all facets of providing support and continual upkeep of FMMI.

Operations and Maintenance includes every day activities as well as the situational help desk support. Every day activities include security administration within FMMI. Security Administration involves the requesting and approving of roles and access in FMMI. Help desk support involves the process of assisting users with issues they may be encountering in the system.

Examples of what is staying the same and/or what is changing:

- Agency Administrators could create roles in FFIS; in FMMI they will have no access to create or modify roles.
- For FMMI issues, the Help Desk will still be using the Remedy system to track issue identification and resolution.

9.1 Central Security Administrator

Role Description

The Central Security Administrator role will be responsible for administering department level activities as well as those specific to the agency level. This role will be able to create FMMI accounts for agency users, change any of the user's settings (if needed) and assign roles for users.

The Central Security Administrator role for handling the locking and unlocking of user accounts in FMMI. This activity only affects those users with SAPGUI access as their accounts can be locked and unlocked by the Agency Security Administrator.

In addition to the ability to assign roles for users, the Central Security Administrator role will be able to view the authorizations for roles. This includes the ability to see which activities a user can access when aligned to a certain role.

The Central Security Administrator will also be responsible for generating certain audit reports in FMMI. These "SUIM" reports provide information from user accounts and roles to authorizations and change documentation.

In addition to the standard roles that an Agency Security Administrator can assign, the Central Security Administrator can assign the actual Agency Security Administrator role to a user. They also have the ability to maintain license information (currently handled outside of FMMI).

Activities Performed

The Central Security Administrator will perform the following business activities:

- Create user accounts
- Change user accounts
- Lock/Unlock user accounts
- Assign roles to users
- View authorizations for roles
- View User Information system reports (transaction: SUIM)
- License Administration

Integration with other Roles

The Central Security Administrator coordinates, interacts with, and /or depends on the following roles:

- Agency Security Administrator – In instances that there is a new user requesting access, the request goes to the appropriate Agency Security Administrator after the Central Security Administrator approves the use of a license.

FMMI Training Curriculum – Central Security Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 471	FMMI Security Administration	16	Instructor-led training (ILT) via Classroom

9.2 Agency Security Administrator

Role Description

The Agency Security Administrator role will be responsible for administering agency specific user accounts. This role will be able to create FMMI accounts for agency users, change any of the user's settings (if needed) and assign roles for users.

The Agency Security Administrator role for handling the locking and unlocking of user accounts in FMMI. This activity only affects those users with SAPGUI access as their accounts can be locked and unlocked by the Agency Security Administrator.

In addition to the ability to assign roles for users, the Agency Security Administrator role will be able to view the authorizations for roles. This includes the ability to see which activities a user can access when aligned to a certain role.

The Agency Security Administrator will also be responsible for generating certain audit reports in FMMI. These "SUIM" reports provide information from user accounts and roles to authorizations and change documentation.

This role will be maintained centrally at the Department level.

Activities Performed

The Agency Security Administrator will perform the following business activities:

- Create user accounts
- Change user accounts
- Lock/Unlock user accounts
- Assign roles to users
- View authorizations for roles
- View User Information system reports (transaction: SUIM)

Integration with other Roles

The Security Administrator interacts with the following roles:

- Security Administrator at the Department Level (Central Administrator)

FMMI Training Curriculum – Agency Security Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 471	FMMI Security Administration	16	Instructor-led training (ILT) via Classroom

9.3 FMMI User Access Requestor

Role Description

The FMMI User Access Requestor (UAR) is responsible for creating, removing, or modifying a user in the Governance, Risk, & Compliance (GRC) tool.

Authorized by the Agency to submit / approve requests for their users to obtain access to FMMI roles. Through an online process, the UAR will select FMMI roles to be assigned to a user. The UAR will confirm the following user qualifications: background check information, completed security awareness training, and completed required training. Upon submission / approval of the request, the UAR is certifying that all the user information entered is accurate.

A user can be both a FMMI User Access Requestor and have other transactional roles (unlike a Security Administrator)

Activities Performed

The FMMI User Access Requestor will perform the following business activities:

- Create a new request in GRC
- Create a change request in GRC
- Create a remove access request in GRC

Integration with other Roles

The FMMI User Access Requestor coordinates, interacts with, and /or depends on the following roles:

- Agency Security Administrator – The UAR interacts with the Agency Security Administrator as the Agency Security Administrator will approve or reject the requests created by the UAR.

FMMI Training Curriculum – FMMI User Access Requestor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

9.4 Help Desk- Tier 0- FMMI User Access Evaluator

Role Description

The Tier 0 – Help Desk role is a security evaluation role in FMMI. This user has the ability to view Agency user accounts and Agency-specific roles only.

If a user has an issue with their access or functionality in FMMI, then they will contact the Tier 0 – Help Desk to assist in resolving the issue. If the Tier 0 – Help Desk can not immediately help, then they will log a remedy ticket to get the issue escalated appropriately.

This role will be maintained at the Agency level.

Activities Performed

The Tier 0 – Help Desk will perform the following business activities:

- View Agency User Access Information

Integration with other Roles

The Tier 0 – Help Desk coordinates, interacts with, and /or depends on the following roles:

- All Roles – The Tier 0 – Help Desk user interacts with all users and roles in FMMI.

FMMI Training Curriculum – Help Desk- Tier 0-FMMI User Access Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

9.5 Help Desk - Tier 1- FMMI User Access Evaluator

Role Description

The Tier 1 – Help Desk role is a security evaluation role in FMMI. This user has the ability to view Department-wide user accounts and is Department-wide.

If a user has an issue with their access or functionality in FMMI, then they will contact the Tier 0 – Help Desk to assist in resolving the issue. If the Tier 0 – Help Desk can not immediately help, then they will log a remedy ticket to get the issue escalated appropriately. After the remedy ticket is logged, the Tier 1 – Help Desk users will assist in resolving the issue as appropriate.

This role will be maintained at the Department level.

Activities Performed

The Tier 1 – Help Desk user will perform the following business activities:

- View Department-wide User Access Information

Integration with other Roles

The Tier 1 – Help Desk coordinates, interacts with, and /or depends on the following roles:

- All Roles – The Tier 1 – Help Desk user interacts with all users and roles in FMMI.

FMMI Training Curriculum – Help Desk- Tier 1- FMMI User Access Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

9.6 Shorthand Code Requestor

Role Description

The Shorthand Code Requestor has the ability to request additions or modify the shorthand code. This makes changes to the shorthand code table.

This role will be maintained either at the Agency or Department level.

Activities Performed

The Shorthand Code Requestor will perform the following business activities:

- Add Shorthand Code
- Modify Shorthand Code

Integration with other Roles

The Shorthand Code Requestor coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Approver – The Shorthand Code Requestor makes requests which the Shorthand Code Approver approves or rejects.

FMMI Training Curriculum –Shorthand Code Requestor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

9.7 Short hand Code Approver

Role Description

The Shorthand Code Approver has the ability to approve requests for additions to the shorthand code table. This makes changes to the shorthand code table. Additionally, the Approver can upload shorthand code and view the shorthand code table.

This role will be maintained either at the Agency or Department level.

Activities Performed

The Shorthand Code Approver will perform the following business activities:

- Approve Shorthand Code
- Upload Shorthand Code
- View Shorthand Code

Integration with other Roles

The Shorthand Code Approver coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Approver – The Shorthand Code Requestor makes requests which the Shorthand Code Approver approves or rejects.

FMMI Training Curriculum – Shorthand Code Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

9.8 Shorthand Code Evaluator

Role Description

The Shorthand Code Evaluator has the ability to view the shorthand code table. This is a display only role and does not make changes to the shorthand code table.

This role will be maintained either at the Agency or Department level.

Activities Performed

The Shorthand Code Evaluator will perform the following business activities:

- View Shorthand Code

Integration with other Roles

The Shorthand Code Evaluator coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Approver – The Shorthand Code Evaluator views the activities done by the Shorthand Code Approver and Requestor.

FMMI Training Curriculum – Shorthand Code Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom

10 Detailed FMMI Role Descriptions - Business Intelligence (BI)

Process Area Description

Business Intelligence (BI) solutions provide comprehensive business intelligence functionality that can empower users to make effective, informed decisions based on solid data and analysis. All users, from the BI Reporter to the Power Users, have access to the information they need -with minimal dependence on IT resources and developers.

With these powerful solutions, users throughout USDA can access, format, analyze, navigate, and share information across the organization. BI solutions enable the following:

- Advanced analytics
- Dashboards and visualization
- Information infrastructure
- Query, reporting, and analysis
- Reporting
- Search and exploration

Examples of what is staying the same and/or what is changing:

- Access to data and reports will now be broken down by functional areas (for non-Power Users); in FFIS users had access to all areas
- Payroll data will still be separate from the other functional areas as it deals with PII

10.1 Funds Management BI Reporter

Role Description

The Funds Management BI Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Warehouse (BW) systems produce all reports for USDA Agencies and Staff Offices. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BW system.

Activities Performed

The Funds Management BI Reporter will perform the following business activities:

- Detailed Status of Funds
- Summary Status of Funds
- Overall Budget
- Annual Budget
- Overall budget: Assignments in the payment budget
- Annual budget: Assignments in payment budget
- Commitments and Actual
- Overall budget: Assignments in the commitment budget
- Annual budget: Assignments in commitment budget
- Commitments and Actual
- Budget
- Assigned funds
- Assigned Funds (All Ledger)
- Assigned Funds (Releases)
- Payment Budget Overview
- Budget Usage of Cover Groups
- Budget Overview According to Year of Cash Effectivity
- Assigned Funds with Budget Period
- Commitments / Actuals Line Items for Funds Management
- Budget Line Items
- Budget Entry Documents

Integration with other Roles

The BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Funds Management BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom

10.2 General Ledger BI Reporter

Role Description

The General Ledger BI Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Warehouse (BW) systems produce all reports for USDA Agencies and Staff Offices. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BW system.

Activities Performed

The General Ledger BI Reporter will perform the following business activities:

- Detailed Transaction Register
- Summary Transaction Register
- Balance Sheet
- Statement of Changes In Net Position
- Statement of Financing
- Statement of Budgetary Resources
- Statement of Net Cost
- 5-column Status of Funds
- Detail Trial Balance (BP)
- Standard trial balance

Integration with other Roles

The BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – General Ledger BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom

10.3 Purchasing BI Reporter

Role Description

The Purchasing BI Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Warehouse (BW) systems produce all reports for USDA Agencies and Staff Offices. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BW system.

Activities Performed

The Purchasing BI Reporter will perform the following business activities:

- Backlog Overview

Integration with other Roles

The BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Purchasing BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom

10.4 Accounts Payable BI Reporter

Role Description

The Accounts Payable BI Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Warehouse (BW) systems produce all reports for USDA Agencies and Staff Offices. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BW system. This role will be maintained centrally at the Department level.

Activities Performed

The Accounts Payable BI Reporter will perform the following business activities:

- Detailed Aged Payables
- Summary Aged Payables

Integration with other Roles

The BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Accounts Payable BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom

10.5 Accounts Receivable BI Reporter

Role Description

The Accounts Receivable BI Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Warehouse (BW) systems produce all reports for USDA Agencies and Staff Offices. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BW system.

Activities Performed

The Accounts Receivable BI Reporter will perform the following business activities:

- Detailed Aged Receivables
- Summary Aged Receivables
- Days Overdue Analysis
- Customers: Overview

Integration with other Roles

The BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Accounts Receivable BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom

10.6 Cost Management BI Reporter

Role Description

The Cost Management BI Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Warehouse (BW) systems produce all reports for USDA Agencies and Staff Offices. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BW system.

Activities Performed

The Cost Management BI Reporter will perform the following business activities:

- WBS Element: Costs/Variations
- WBS Element (Detail): Plan/Actual

Integration with other Roles

The BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Cost Management BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom

10.7 BI Payroll Reporter

Role Description

The BI Payroll Reporter role is performed by a select group of users at the Department or Agency level.

FMMI serves as USDA's financial system of record. This role executes all payroll related BI reports in FMMI. The FMMI-ECC and FMMI-BW systems produce all data warehouse reports for USDA Agencies and Staff Offices. This role will have access to view and execute BI payroll reports.

Activities Performed

The BI Payroll Reporter will perform the following business activities:

- Payroll Employee level Detail Report
- Payroll Summary Report

Integration with other Roles

The BI Payroll Reporter coordinates, interacts with, and /or depends on the following roles:

- All Roles – The BI Payroll Reporter provides reports relative to the maintenance and real-time updates for the relevant modules across FMMI. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – BI Payroll Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 404	FMMI BI Payroll Reporting	2	Instructor-led training (ILT) via Classroom

10.8 BI Power User

Role Description

The BI Power User role is performed at USDA Department or Agency level.

The BI Power User has access to create ad-hoc non-payroll and non-reconciliation BI reports. This user has the capability to execute and use Online Analytical Processing (OLAP) tools for BI reports. The ability to create ad-hoc reports provides the ability to manipulate data without having to export and manipulate data in an external tool. All users will have the ability to download BI reports they have access to in PDF, Excel and CSV formats. The FMMI-ECC and FMMI-BW systems produce all data warehouse reports for USDA Agencies and Staff Offices. This role will have access to execute non-payroll and non-reconciliation reports in the FMMI-BW system.

This role will be maintained centrally at the Department level.

Activities Performed

The BI Power User will perform the following business activities:

- Ad-hoc Reporting

Integration with other Roles

The BI Power User coordinates, interacts with, and /or depends on the following roles:

- All Roles – The BI Power User provides reports relative to the maintenance and real-time updates for all FMMI modules. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – BI Power User

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 403	FMMI BI Non-Payroll Reporting	8	Instructor-led training (ILT) via Classroom
FMMI 405	FMMI BI Ad Hoc Query and Analysis	4	Instructor-led training (ILT) via Classroom

10.9 BI Payroll Power User

Role Description

The BI Payroll Power User role is performed at USDA Department or Agency level.

The BI Payroll Power User has access to create ad-hoc payroll reports. This user has the capability to execute and use Online Analytical Processing (OLAP) tools for BI reports. The ability to create ad-hoc reports provides the ability to manipulate data without having to export and manipulate data in an external tool. FMMI serves as USDA's financial system of record. All users will have the ability to download BI reports they have access to in Excel and CSV formats. The FMMI-ECC and FMMI-BW systems produce all data warehouse reports for USDA Agencies and Staff Offices. This role will have access to execute payroll reports in the FMMI-BW system.

Activities Performed

The BI Payroll Power User will perform the following business activities:

- Ad-hoc Payroll Reporting

Integration with other Roles

The BI Payroll Power User coordinates, interacts with, and /or depends on the following roles:

- All Roles – The BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – BI Payroll Power User

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	8	Instructor-led training (ILT) via Classroom
FMMI 302	FMMI BI Navigation	2	Instructor-led training (ILT) via Classroom
FMMI 404	FMMI BI Payroll Reporting	2	Instructor-led training (ILT) via Classroom
FMMI 405	FMMI BI Ad Hoc Query and Analysis	4	Instructor-led training (ILT) via Classroom

Appendix A – FMMI Training

The table below lists all FMMI Training Courses: course number, course name, delivery method and estimated course hours. For self-paced web-based training the estimation is approximate. Training curriculums have been determined per each role(s) a user may have, and should be taken in order. For information on each course, please reference the FMMI Course Catalog on the FMMI website.

Table 2: FMMI Training Courses

Course #	Course Name	Delivery Method	Course Hours
100 Level – Introduction to FMMI			
FMMI 101	Introduction to FMMI	Instructor-led Training (ILT)	3 hours
200 Level - Process Overview			
FMMI 201	FMMI Integrated Process Overview	Web-based Training (WBT)	1.5 hours
FMMI 202	FMMI General Ledger Overview	Web-based Training (WBT)	2 hours
FMMI 203	FMMI Periodic Processing Overview	Web-based Training (WBT)	1.5 hours
FMMI 204	FMMI Funds Management Overview	Web-based Training (WBT)	2.5 hours
FMMI 205	FMMI Cost Management Overview	Web-based Training (WBT)	2.5 hours
FMMI 206	FMMI Accounts Receivable Overview	Web-based Training (WBT)	3 hours
FMMI 207	FMMI Purchasing Overview	Web-based Training (WBT)	2 hours
FMMI 208	FMMI Account Payable Overview	Web-based Training (WBT)	2 hours
300 Level - System Navigation			
FMMI 301	FMMI Portal and SAP Navigation	Instructor-led Training (ILT)	8 hours
FMMI 302	FMMI BI Navigation	Instructor-led Training (ILT)	2 hours
400 Level - Role-based			
FMMI 401	FMMI Display Transactions	Instructor-led Training (ILT)	8 hours
FMMI 402	FMMI Financial Management Reporting (ECC)	Instructor-led Training (ILT)	12 hours
FMMI 403	FMMI BI Non-Payroll Reporting	Instructor-led Training (ILT)	8 hours
FMMI 404	FMMI BI Payroll Reporting	Instructor-led Training (ILT)	2 hours
FMMI 405	FMMI BI Ad Hoc Query and Analysis	Instructor-led Training (ILT)	4 hours
410 Series			
FMMI 411	FMMI Funds Management Master Data Maintenance	Instructor-led Training (ILT)	12 hours
FMMI 412	FMMI Cost Management Master Data Maintenance	Instructor-led Training (ILT)	8 hours
FMMI 413	FMMI General Ledger Master Data Maintenance	Instructor-led Training (ILT)	4 hours
FMMI 414	FMMI Customer & Vendor Master Data Maintenance	Instructor-led Training (ILT)	8 hours
420 Series			
FMMI 421	FMMI General Ledger Process	Instructor-led Training (ILT)	12 hours
FMMI 422	FMMI Period End Process	Instructor-led Training (ILT)	8 hours
FMMI 423*	FMMI Year End Process	Instructor-led Training (ILT)	16 hours
430 Series			
FMMI 431	FMMI Funds Management Process	Instructor-led Training (ILT)	12 hours
440 Series			
FMMI 441	FMMI Sales Order Process	Instructor-led Training (ILT)	4 hours
FMMI 442	FMMI Billing and Collection Process	Instructor-led Training (ILT)	8 hours
FMMI 443	FMMI Debt Management Process	Instructor-led Training (ILT)	4 hours
450 Series			
FMMI 451	FMMI Purchasing Process	Instructor-led Training (ILT)	8 hours
FMMI 452	FMMI Invoice Processing	Instructor-led Training (ILT)	8 hours
FMMI 453	FMMI Payment Processing	Instructor-led Training (ILT)	8 hours
460 Series			
FMMI 461	FMMI Cost Management Process	Instructor-led Training (ILT)	4 hours
470 Series			
FMMI 471	FMMI Security Administration	Instructor-led Training (ILT)	16 hours

**Note: This course will be developed and delivered mid-year 2010.*